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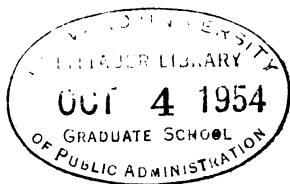
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Letter of Transmittal

To His Honor, The Mayor.

To The Honorable, The Common Council.

To the Honorable, The Board of School Directors.

To The Honorable, The Board of Trustees of The Public Museum.

To The Honorable, The Board of Park Commissioners.

To The Honorable, The Board of Trustees of The Public Library.

To The Honorable, The Sewerage Commission.

To The Honorable, The Board of Public Land Commissioners.

To The Honorable, The Board of Industrial Education.

To the Honorable, The Board of Fire and Police Commissioners.

Pursuant to Resolution No. 12044, passed by the Common Council under date of Jan. 29, 1917, as follows:

"Resolved, By the Common Council of the City of Milwaukee, that the City Service Commission be and hereby is requested to proceed, with the aid and assistance of the Bureau of Municipal Research, and such other civic organizations and bureaus as desire to assist, with the drawing up of the classification based upon services and duties performed of all such positions in the city service as are subject to the salary control of this body and to lay this classification before the Common Council at the earliest possible moment for its consideration."

this Board engaged J. L. Jacobs & Company of Chicago to make a study of the city service of Milwaukee for the purpose of recommending a classification and standardization plan which would provide a basis for uniform salaries for like service, as well as distinctive titles for positions which would indicate as nearly as possible the nature of the duties of such positions. In order to make a general plan for the entire city service the positions under the independent boards and commissions were included in the scope of the study.

We transmit herewith the report of J. L. Jacobs & Company, which, in our opinion, represents the result of a careful and comprehensive study conducted by persons qualified by experience and training to perform the task.

This Board approves and submits for your approval and adoption of such as may fall within your province, the fifteen recommendations recited on Pages 12, 13 and 14 of this report.

BOARD OF CITY SERVICE COMMISSIONERS.

OTTO F. HOPPE, *President.*

FREDERICK HEISE.

JULIUS P. HEIL.

PETER J. KOEHLER.

GEO. MENSING.

EDWARD E. CAUFY,
Chief Examiner and
Ex-Officio Secretary.

Classification and Standardization of Personal Service

and

Summary Distribution and Comparative Salaries of
Offices and Positions in the Milwaukee
City Government

with

Constructive Recommendations and
Regulations for Positive Employment
Administration



Prepared at the Request of the
Milwaukee Board of City Service Commissioners

by

J. L. JACOBS & COMPANY
Monadnock Building Chicago

July, 1917



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July 13, 1917.

*To the Honorable
The Board of City Service Commissioners,
Milwaukee, Wisconsin.*

Gentlemen:—

In accordance with your request of March 14th, 1917, we have made a study of the duties and requirements and employment conditions for all the offices and positions in the Milwaukee city service, including the employments under the jurisdiction of the independent boards and commissions and submit herewith specifications for personal service and supporting data on the proposed classification and standardization plan for the Milwaukee city government as follows:

- (1) Report on classification and standardization plan with constructive recommendations and next steps.
- (2) Draft of an ordinance providing for adoption and establishment of classification plan and draft of form for employment administration and control. Also copy of ordinance passed by the Common Council on January 29, 1917, establishing the principle of uniform salaries. (Given in Appendix "A", Appendix "B" and Appendix "C" of this report.)
- (3) Standard specifications of duties, responsibilities and requirements for each office and position within services and grades. (Given in Schedule "A" of this report.)
- (4) Summary schedules of services and grades applying to the offices and employments, with suggested ranges of compensation. (Given in Schedule "B" of this report.) This part of the report is not printed.
- (5) Summary tabulations showing comparison between present and proposed classification, titles and compensation of existing offices and positions in the various departments arranged according to services and grades. (Given in Appendix "D" of this report.)
- (6) Alphabetical list of proposed standard titles of offices and positions as found on departmental payrolls for February, 1917, with service and grade classifications and suggested ranges of compensation. (Given in Appendix "E" of this report.)

SCOPE OF STUDY.

In order that the standardization plan include all the offices and positions in the city service which come under the classified civil service and at the same time include the offices and positions in the city service as are subject to salary control of the Common Council (as required by the resolution of January 29, 1917, passed by the Common Council) this study has embraced all offices and positions in the city departments and bureaus and those under the jurisdiction of the independent boards and commissions of the city government. The standard specifications for personal service included in Schedule "A" cover all offices and positions in:

- (a) the departments and bureaus under the immediate jurisdiction of the Common Council.
- (b) the administrative organization under the Sewerage Commission.
- (c) the administrative organization under the Board of School Directors, (exclusive of Superintendents, Assistant Superintendents, Principals and Teachers of Schools).
- (d) the organization under the Board of Library Trustees.
- (e) the organization under the Board of Public Museum Trustees.
- (f) the organization in the smaller independent boards, such as the Board of City Service Commissioners, the Board of Fire and Police Commissioners and the Board of Industrial Education.

As shown on the summary table following, there were included on the monthly payrolls of February, 1917, the names of 3,755 incumbents filling offices and positions in the above commissions, departments and bureaus of the Milwaukee city government. Of the total of civil service positions, approximately 2,488 positions come under the jurisdiction of the City Service Commission and approximately 1,133 positions are under the Board of Fire and Police Commissioners' jurisdiction. Approximately 135 positions are exempted from civil service, at the present time. The total estimated annual salaries and wages provided for all these positions is approximately \$3,850,000.00. This amount does not include the salaries and wages for Superintendents, Assistant Superintendents, Principals and Teachers of Schools, or of Inspectors and Special Clerks of Election.

BASIS OF CLASSIFICATION.

To provide a simple and logical classification plan which is to be used by the City Service Commission, the Common Council and the independent boards and commissions within their respective jurisdictions, the classification of the personal service of the Milwaukee city government has been divided into two main parts, viz., the "Classified

Civil Service" and the "Unclassified Civil Service." Under each of these are included divisions called "services" which are used to designate functional divisions or groups, determined irrespective of departmental organization or lines of authority and including offices and positions having duties of similar line and character. Within each service, are included subdivisions called "grades," each grade representing a grade of responsibility. Within each grade are included the "grade positions" with standard distinctive titles, duties, qualifications, lines of promotion and rates of compensation for each position.

The offices and positions included in the classified civil service under the City Service Act are classified under the following services in the "Classified Civil Service" group:

Classified Civil Service Group

Clerical Service	Class A
Engineering Service	Class B
Laboratory Service	Class C
Library Service	Class D
Medical Service	Class E
Museum Service	Class F
Nursing Service	Class G
Inspection and Supervisory Service.....	Class H
Investigational Service	Class I
Custodial Service	Class J
Domestic and Institutional Service.....	Class K
Engineman Service	Class L
Skilled Labor Service.....	Class M
Labor Service	Class N

The offices and positions exempted by Section 6 of the City Service Act are included under the following services in the "Unclassified Civil Service" group:

Unclassified Civil Service Group.

Official Service	Class O
Legal Service	Class P
Fire Service	Class Q
Fire Engineman Service.....	Class R
Police Service	Class S

In cases where the duties of positions which are specifically exempted by Section 6 of the City Service Act logically fall into services other than those under the "Unclassified Civil Service" group of services, notation of such exemption is made after the title of the position by the addition of the words "Unclassified Civil Service."

MAIN STEPS IN STANDARDIZATION SURVEY.

This standardization survey has been carried on along the lines laid out in the Report* made by the writer in October, 1916, at the request of the Milwaukee Citizens' Bureau of Municipal Efficiency. The procedure set out therein has been followed with success in this investigation and included the following main steps:

- (1) Collecting and analyzing laws, ordinances, reports and other descriptive material on the Milwaukee city personal service and of other representative employments in public and private institutions in the city and other localities, including the study of classifications of employment, reports on organization, employment methods and rules of employment control.
- (2) Collecting and analyzing duties and work requirements of each position as reported by individual employees and approved by officials in charge.
- (3) Preparing outline charts of organization, showing distribution of functions and of employees, and relationship between organization units.
- (4) Making of personal investigations of duties and work requirements of individual positions and general studies of employment conditions in the departments in the Milwaukee city government and in local industrial, manufacturing and mercantile organizations.
- (5) Establishing intelligent coöperative relations with civic, commercial and official organizations and agencies through a series of conferences with their committees and representatives, at which conferences the objects of the standardization program were set forth and valuable information was received on local conditions and situations.
- (6) Holding group conferences with city legislative and administrative officials and personnel committees at which the general standardization plan was considered and suggestions with reference to improving classifications, standard specifications and organization were obtained. The future development of the standardization program will depend in a large measure on the intelligent coöperation of administrative officials with the Common Council and the City Service Commission in keeping them fully advised through complete and clear records on departmental service requirements and changes.
- (7) Preparing revised classification with standard specifications of duties, qualifications, lines of promotion and suggested rates of compensation.

*Review of Movement for Standardization of Public Employments.

- (8) Preparing draft of ordinance providing for the adoption of standard specifications of personal service and draft of form for employment and civil service administrative control.

FEATURES OF STANDARDIZATION PLAN.

The important features underlying the classification and standardization plan herewith submitted are as follows:

1. Provision of standard specifications of work requirements, qualifications as to training and experience which employees must meet to enter or advance in the service.
2. Provision of uniform and standard titles for all positions having similar duties and work requirements, thus reducing civil service administrative details, broadening opportunities for promotion and advancement of employees and encouraging trained men and women to remain in the public service.
3. Provision of definite lines of promotion and definite regulations governing advancement in salaries.
4. Provisions of an equitable and logical basis for fixing compensation and rates of wages on the basis of duties and market value of services.

COMPARATIVE ANALYSIS OF PLAN.

The analysis of the attached summary tabulation of the number of positions and comparison of number of distinctive titles and estimated aggregate salaries and wages of the positions under existing conditions and under the proposed plan, shows that of approximately 2,488 positions under the jurisdiction of the City Service Commission there are at present about 420 grade titles. These are reduced to 321 standard grade titles, or a decrease of approximately 24 per cent. For the 3,755 positions embraced in the specifications for personal service presented herewith, the 470 present titles have been reduced by approximately 20 per cent, or to 374 titles, the proposed titles being distinctive and standard for all positions of like duties and grade of responsibility.

For all the positions embraced in this study the present estimated aggregate annual salary and wage is \$3,861,791.28. The minimum estimated total under the suggested ranges of compensation in the proposed plan is \$3,635,668.32, the maximum estimated total is \$4,132,378.32 and the estimated average is \$3,884,023.32. The average annual aggregate is greater than the present annual aggregate sum for salaries by approximately \$23,000 or change of less than 1 per cent over the present amount.

Of the total of 2,488 employees under the jurisdiction of the City Service Commission, there were at the close of June, 1917, approximately 573 emergency appointees. Analysis of the service records of

Table of Number of Positions and Comparison of Number of Distinctive Titles and Estimated Aggregate Salaries and Wages of Positions under Existing Conditions and under the Proposed Classification Plan.

CLASS	SERVICE	NO. OF POSITIONS	NO. OF DISTINCTIVE GRADE TITLES		AGGREGATE MONTHLY SALARIES AND WAGES				
			Present	Proposed	Aggregate Present	Suggested Aggregate Minimum	Suggested Aggregate Maximum	Suggested Aggregate Average	
Classified Civil Service—									
A	Clerical Service	209	71	59	\$ 18,461.79	\$ 17,305.00	\$ 20,730.00	\$ 19,017.50	
B	Engineering Service	68	37	24	9,195.00	8,865.00	10,315.00	9,590.00	
C	Laboratory Service	12	11	12	1,045.00	1,620.00	1,850.00	1,735.00	
D	Library Service	75	32	11	5,539.99	4,920.00	6,320.00	5,620.00	
E	Medical Service	12	10	10	1,496.64	1,400.00	1,645.00	1,522.50	
F	Museum Service	18	15	15	2,329.99	1,800.00	2,530.00	2,195.00	
G	Nursing Service	78	16	13	5,740.00	5,500.00	6,230.00	5,865.00	
H	Inspection and Supervisory Service..	265	61	56	27,057.80	24,740.00	29,260.00	27,000.00	
I	Investigational Service	34	8	8	4,316.66	3,965.00	4,620.00	4,292.50	
J	Custodial Service	203	35	22	20,337.38	20,017.50	21,642.50	20,830.00	
K	Domestic and Institutional Service..	48	10	6	1,700.00	1,500.00	2,030.00	1,795.00	
L	Engineer Service	135	27	18	12,102.08	11,385.00	12,790.00	12,087.50	
M	Skilled Labor Service	379	83	64	26,130.18	31,070.00	35,005.00	33,637.50	
N	Labor Service	962	5	3	56,716.00	58,010.00	58,010.00	58,010.00	
TOTALS		2,488	421	321	\$192,828.60	\$192,217.50	\$212,977.50	\$202,597.50	
Unclassified Civil Service—									
O	Official Service	*128	26	26	\$ 7,879.01	\$ 7,879.01	\$ 7,879.01	\$ 7,879.01	
P	Legal Service	6	2	4	1,374.98	950.00	1,500.00	1,235.00	
Q	Fire Service	449	7	8	48,865.81	40,983.31	48,875.81	44,923.56	
R	Fire Engine Service	82	5	5	9,285.00	8,915.00	9,285.00	9,100.00	
S	Police Service	602	8	10	61,562.54	52,027.54	63,847.54	57,937.54	
TOTALS		1,267	49	53	\$128,987.34	\$110,754.86	\$131,387.36	\$121,071.11	
GRAND TOTALS		3,755	470	374	\$321,815.94	\$302,972.36	\$344,364.86	\$323,668.61	
ESTIMATED ANNUAL TOTALS					\$3,961,791.28	\$3,635,668.32	\$4,132,378.32	\$3,884,023.32	

*NOTE:—Does not include offices and positions in the educational division of the Board of Education nor Special Clerks of Election.

present civil service employees (other than laborers) shows an annual turnover of from 12 to 15 per cent. The accruals resulting through certifications at the minimum rate and the plan of advancement from rate to rate within each grade upon the completion of a minimum term of one year of meritorious service at each rate, are estimated to be sufficient to cover any increase under the proposed schedules of pay.

BENEFITS OF STANDARDIZATION PROGRAM.

The plan herewith proposed provides a uniform, definite and complete basis for controlling employment for both the City Service Commission, the Common Council, the independent boards and the various administrative officials. It will be a means of controlling employment in a way which contemplates a proper and businesslike standard for selection of employees, their advancement and promotion on length of meritorious service and appraisal of work rendered, and a sound basis of discipline, removal and retirement of employees.

Definite information as to requirements of duties and qualifications when furnished to the Common Council and to the independent boards will serve to inform and guide them on salary budget matters and in reducing cost of government through elimination of useless positions and inequalities in salary payments.

The standard specifications of duties and qualifications as to training and experience will furnish a basis for examinations and regulations as to entrance, promotion, transfer, service records, developing fitness and training of employees, and other considerations affecting their comfort and welfare. The City Service Commission will thus be enabled to undertake positive steps in administering civil service and aid the Common Council, the independent boards, administrative officials and employees.

With the adoption of and adherence to this constructive program, the problems of selection, advancement and promotion and retention on merit will become less difficult of solution, and a higher grade of personnel and justice and fair dealing between employer and employee will come about. Establishment of the plan will result in a large reduction of present expense of turnover of employees.

All these benefits are cumulative and conducive to effective and economical administration. The ultimate benefits of such a plan must be equally shared by the city government, legislative and administrative officials and the employees.

CONSTRUCTIVE RECOMMENDATIONS AND NEXT STEPS.

During the past four years steps have been taken in Milwaukee looking toward the development of positive employment administration. Since the submission of the report on the Appraisal of the

Standardization Movement in Milwaukee by the writer and during the course of this investigation, a number of constructive actions have been taken. The most important actions, which should aid in the development of effective employment control, are summarized as follows:

- (1) The passage by the Common Council on January 29th, 1917, of an ordinance establishing the principle of uniform salaries for all positions having like services and qualifications and of a basis for future control of employment in the city service (copy of the ordinance as passed is given in Appendix "B" of this report).
- (2) The establishment of co-operative relations and measures between legislative and administrative officials and of civic, commercial and other agencies. This co-operation is gratifying not only because of the assistance and valuable suggestions already secured but because of the indication of a better understanding and interest on the part of legislative and administrative officials and of the representatives of outside agencies in the positive employment program and their desire to have such a program adopted and maintained.
- (3) The appointment by the City Service Commission of Mr. R. E. Wright to develop civil service administrative procedure, to maintain the classification plan after its adoption and to develop a system of standards and service records for individual and group efficiency control and for development of other civil service measures.

There are additional steps to be taken in the development of effective employment control in Milwaukee. As a result of the investigation and work done in connection with the preparation of classification and standardization plan presented herewith, a number of recommendations and next steps for use of the City Service Commission, the Common Council, and the independent boards, commissions and executive officials, are presented in the following:

1. That the schedules and specifications for personal service included in Schedule "A" be adopted by the Common Council for those offices and positions coming under its jurisdiction.
2. That the schedules or parts of schedules with specifications for the offices and positions under the jurisdiction of the independent boards and commissions be adopted by the respective boards and commissions.
3. That the Common Council pass an ordinance adopting the standard specifications for personal service coming under its

jurisdiction, so that with the ordinance already passed by the Common Council on January 29th, 1917, the matter of definite and uniform employment procedure will be completely defined (draft of the suggested ordinance is given in Appendix "A" of this report).

4. That the independent boards and commissions pass resolutions similar to the ordinance already passed by the Common Council and the draft of the ordinance given in Appendix "A".

5. That the City Service Commission adopt the summary schedules of services and grades applying to the present offices and employments in the city service coming under its jurisdiction (given in Schedule "B" in this report) and that Schedule "A" in this report, which includes the complete standard specifications for personal service, be included under the regulations of the Civil Service Commission after same are adopted by the Common Council.

6. That the City Service Commission be designated by the Common Council and the independent boards as the central agency to uphold the standardization program and develop the system of employment control in coöperation with legislative and administrative officials, to make changes in the schedules and specifications for personal service which come through natural expansion and changes in working conditions, organization and economic conditions and as are recommended to and approved by the legislative bodies.

7. That the procedure of reporting on changes in the standard specifications for personal service as set out in the suggested form given in Appendix "C" of this report be adopted by the Common Council and the independent boards and commissions.

8. That the City Service Commission maintain the Personnel Committees and establish coöperative relations and measures between employes and administrative officials for the purpose of improving conditions of employment, organization and methods, and assisting the Commission in enforcing the provisions of the city service law.

9. That the City Service Commission proceed to establish a system of standards and service records for individual and group efficiency control and for use as a basis for advancement, in supervisional and administrative expense.

10. That with a view of minimizing labor turnover and providing greater possibilities of work to employes, consideration

be given to providing continuous employment to such of the employes as are now only engaged during periods of the year through assignment to special work or to public work and improvements undertaken especially during periods of unemployment.

11. That consideration be given by the Common Council to a study of the organization of the various departments and bureaus now under the control of the Common Council and the independent boards with a view of re-organization and centralization of functional activities and responsibility and reduction in supervisonal and administrative expense.

12. That for the purpose of establishing wider publicity of opportunities in the public service and of more effective employment administration, the Common Council aid in preparing and supporting an amendment to the city service statute to increase the civil service annual appropriation so as to permit of a more complete organization and additional administrative machinery for the City Service Commission. That pending state legislative action on same, an appropriation of not less than \$15,000.00 be provided for the City Service Commission for the year 1918.

13. That consideration be given to the establishment of a scientific pension system for all employes in the service of the city government.

14. That plans be worked out for the establishment of public service schools provided for training of prospective and of present public employes for fitness and for higher duties.

15. That the procedure be followed hereafter in appropriating salaries and wages and in paying officers and employes, to include payments only for value of services rendered and that all authorized expenses and payments of any kind made by employes in the performance of their duties shall be furnished in addition and separate from the amounts paid as salaries and wages. The suggested rates of compensation included in the specifications for personal service have been drawn up on this basis.

ACKNOWLEDGMENT OF CO-OPERATION.

We take this opportunity to acknowledge the coöperation and valuable assistance given our organization during the course of this study by individual administrative officials in the various departments, by the Personnel Committees made up of city officials and employes, and by the civic and commercial organizations and private establishments in the city of Milwaukee from whom valuable information and sug-

gestions on conditions of employment and compensation provided for employments of similar character were obtained. Special acknowledgment and appreciation should be made of the coöperation and assistance given by Mr. John F. Putnam, Director of the Citizens' Bureau of Municipal Efficiency and by the employees of the City Service Commission.

Respectfully submitted,

J. L. JACOBS & COMPANY.

Appendix "A"

Draft of an Ordinance

Providing for the adoption of the classification schedules and standard specifications of services, grades, titles, duties and compensation of offices and employments in the city service and for the establishment of procedure and regulations providing effective employment control.

The Mayor and Common Council of the City of Milwaukee do ordain, as follows:

Section 1. There are added to the Milwaukee code of 1914, fifteen new sections to read:

Section 563.1A. The classification schedules and specifications of services, grades, titles, duties and compensation of offices and employments in the city service set out in the specifications for personal service known as Schedule "A" which is contained in the report of the Board of City Service Commissioners submitted under date of July 13, 1917, which Schedule "A" is hereto attached, are hereby adopted.

Section 563.1B. The term "service" is used to designate functional divisions or groups which are determined irrespective of departmental organization or lines of authority and include offices and employments having duties of similar line and character.

The term "grade" is used to designate a sub-division of a service and represents a grade of responsibility. Within each grade are included "grade positions" with standard titles, duties, qualifications, lines of promotion and compensation.

The term "title" is used to designate an authorized office or employment for civil service and fiscal control.

Under the term "definition of duties and examples" are specified the work requirements for each "grade position" in terms of the importance, difficulty and the extent of supervision and responsibility. For illustrative purposes, examples are specified of types of work falling within a position.

Under the term "qualifications" are specified the minimum educational or experience requirements which must be fulfilled by a person preliminary to appointment or promotion.

Under the term "compensation" are specified the standard rates of pay which have been established for a grade of work, as set forth under each standard title with the specifications of grades, duties and qualifications.

The term "advancement" is used to designate a salary increase within a range of compensation provided for each position which is conditioned upon a given minimum term of meritorious service in the same position and which is made without examination.

The term "promotion" is used to designate a change from one grade position to a higher grade position and involves a change of duties and requires a competitive civil service examination.

The term "specifications for personal service" is used to designate those requirements contained within Schedule "A" herein referred to.

Section 563.1C. The specifications for personal service shall apply to all authorized offices and employment in the departments, bureaus, institutions, boards and commissions of the city government and shall supersede all groupings of employments not consistent therewith and shall be applied subject to the conditions and regulations included in this ordinance and in the ordinance passed by the Common Council on January 29th, 1917.

Section 563.1D. The specifications for personal service shall apply in their entirety to all offices and employments in the city service to be filled after this ordinance takes effect and shall not affect present civil service employees except as herein provided. The specifications for personal service shall not in themselves be construed to define or prescribe the organization or procedure under which employees shall work or to limit or restrict the responsible administrative officials in exercising supervision or assigning such other duties as may be necessary in case of emergency.

Section 563.1E. The standard titles in the specifications for personal service shall be applied to all existing offices and employments and for this purpose the City Service Commission is requested to rearrange and re-grade the existing positions according to such standard titles. Changes in titles shall not alter or affect the legal class in which any position may be found at the present time without affirmative action by the City Service Commission, nor shall they alter or affect the salaries of the present incumbents of positions so re-arranged.

Section 563.1F. All departmental requests for new positions or of proposed changes in the standard specifications affecting existing

positions shall be sent by the department head to the City Service Commission before submission to the Board of Estimates. In such requests the department head shall set forth clearly the duties, qualifications and other matters affecting the classification, title, grade and compensation and the necessity for the creation of the new position or of such changes affecting the existing position. Upon receipt of such statement the City Service Commission shall promptly investigate and determine whether the position is in fact new or whether the changes so far as they affect the classification, title, duties and qualifications and compensation of the existing position are in accordance with the standard specifications for personal service and the civil service law, rules and regulations. No office or employment shall be considered new unless the duties thereof are found by the City Service Commission to be substantially different from those of every other existing position in the city service. The City Service Commission shall submit a report to the Board of Estimates of its approval or disapproval and indicate the purposes of the changes as they affect the classification, title, duties and qualifications of the position and so far as they affect changes in the civil service compensation grade for the new position or the existing position. When the Commission shall find an office or employment to be in fact new or shall find the requested changes affecting any existing position to be in accordance with the standards in the specifications for personal service and the civil service rules and regulations, the Commission shall classify such position under the appropriate service, grade and title provided in the specifications for personal service. The standard titles shall be used to designate the position in all reports to and records of the City Service Commission and in all payrolls or accounts of salaries and wages submitted to the Commission for check and certification as to legality of employment and to the City Comptroller and Treasurer for payment.

Section 563.1G. The Board of Estimates shall prepare for and present to the Common Council all salary ordinances and shall investigate and submit reports to the Common Council on all additions and changes in the specifications for personal services. In all such salary ordinances or reports of the creation of new positions or of changes in existing positions, there shall be included only those standard titles adopted hereby and included in the specifications for personal service set forth in Schedule "A" or such as shall be approved hereafter by the City Service Commission and shall have been certified to the Board of Estimates by the said Commission as properly descriptive of the duties to be performed and as conforming to the standard services, grades, titles and compensation rates provided in the specifications for personal service. In recommending to the Common Council the fixing of salaries of positions, the Board of Estimates shall certify that the titles of such positions have been approved by the City Service Commission and that the positions have been properly

classified. No title so prescribed shall be changed except on recommendation of the City Service Commission and approval by the Board of Estimates.

Section 563.1H. The City Service Commission shall have power to amend from time to time the qualification and promotion requirements included in specifications for personal service, contained in Schedule "A" or such as shall be adopted hereafter.

Section 563.3A. Beginning with the lowest salary rate, provision for advancement from rate to rate within each grade shall be made in the preparation of the annual salary ordinances for all officers and employees who are eligible to advancement upon the completion of at least one year of meritorious service. Proof of meritorious service shall be established in the case of classified civil service positions through service and efficiency records of the City Service Commission and in the case of unclassified civil service and labor positions on the recommendations of the head of the department made in accordance with the service and efficiency record regulations of the City Service Commission, in either case supplemented by investigation under the rules of the Board of Estimates. The standard of meritorious service which shall entitle an employe to an advancement shall be determined annually for each department in the preparation of the budget and shall be progressively higher in each succeeding grade. Appointments to vacant positions made prior to March 1 of each year shall be regarded as dating from January 1, when considering length of service in connection with salary increases. Employees who become eligible to advancement after March 1st of any year may be advanced provided such employees can be assigned to vacancies in the same department or bureau caused by permanent separation of incumbents of positions having the same title and grade and in the next higher salary rate.

Section 563.3B. No advancement of salaries shall be made where the average net efficiency, as shown by the records of the City Service Commission for the six months immediately preceding the date of the request for advancement in salary is less than 75 per cent; or being between 75 and 80 per cent, the work of the employe is not considered upon investigation by the Board of Estimates to merit advancement.

Section 563.5A. Promotions from one grade to the next higher grade of positions in the classified civil service shall involve a change of duties and shall be made only when a vacancy has been created by resignation, transfer, death or dismissal, or when a new position shall have been created. Promotion shall only be made after a competitive civil service examination.

Section 563.8A. The heads of all departments, bureaus, institutions, boards and commissions shall arrange and designate annual

vacation periods by providing vacations of two (2) weeks with pay for all employees (except those employees in the skilled trades service and labor service classes who are employed on a per diem basis), who have been engaged in the service of the city for a period of at least one (1) year prior to such vacation. Such vacation period, if thought advisable by the respective department heads, may be divided into two periods. All employees in the skilled trades service who are employed on a per diem basis, shall be given by the respective department heads a vacation of eleven (11) work days and all employees in the labor service a vacation of six (6) work days, with pay, provided such employee has been in the city's service for one (1) year prior to such vacation without more than thirty (30) consecutive days' intermission.

Section 563.8B. The City Service Commission, in checking payrolls or accounts of salaries and wages of officers and employees in the city departments, bureaus, institutions, boards and commissions shall check and keep a record of the time allowed to employees for vacations and shall make certification to the Comptroller that the total time allowed for vacation to any one employee during any fiscal year is in accordance with the vacation allowance set forth in this ordinance. Where the vacation allowance with pay exceeds that set forth in this ordinance, the City Service Commission shall withhold certification to such payrolls or accounts of salaries or wages in the manner provided in Section 563.9 of the Milwaukee Code of 1914.

Section 563.9A. No person holding a position or employment in any department, bureau, institution, board or commission to which this ordinance applies and for which a definite salary or wage has been appropriated or designated, shall receive any extra salary or compensation in addition to that so fixed.

Section 563.9B. Civil Service Personnel Committees, consisting of departmental officials and such bureau and other aids as they, the departmental officials, may designate, shall be established for each class of service in the city government for the purpose of improving employment conditions and methods and assisting the City Service Commission in enforcing the provisions of the civil service law.

Section 2. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

Section 3. This ordinance shall take effect and be in force from and after its passage and publication.

Appendix "B"

An Ordinance Passed by the Common Council on January 29, 1917

Establishing the principle of uniform compensation and salary rates for offices or employments which have substantially similar work requirements and duties, authority and responsibility and providing for more effective employment control.

The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Section 1. There are added to the Milwaukee Code of 1914 nine new sections to read:

Section 563.1. Appropriations and payments of compensation or rates of wages provided for offices or employments in the city service shall be uniform for all offices or employments having substantially similar work requirements, duties, authority and responsibility, and similar requirements as to training and experience; and that the schedules and specifications of grades, titles and compensation of offices or employments when adopted by ordinance by the Common Council shall be the basis of employment control of all offices or employments in the city service.

Section 563.2. Appointments to newly created or vacant offices or employments for which standard specifications of duties and work requirements and titles and compensation have been fixed by the Common Council, shall be made at the lowest rate within the standard range of compensation for such office or employment.

Section 563.3. Advancement within a grade to the next highest rate within the range of compensation provided for such grade shall be conditional upon service at each rate for at least the period specified in the schedules as established by the Common Council and upon satisfactory efficiency in the performance of same.

Section 563.4. Nothing in this ordinance shall be construed to mean that it shall be mandatory upon the head of a department, bureau or commission to advance an officer or employe in a grade of service to the next higher salary rate within the range of compensation provided for such grade, because such officer or employe has served at the

lower salary rate for the minimum period of time specified in the schedules as established by the Common Council.

Section 563.5. An increase above the maximum salary rate of an existing grade of position shall not be made except in case of increased duties or responsibilities which actually involve a change of position. Whenever the Common Council shall have advanced an office or employment in the classified service to a higher grade than theretofore existed, and increased the salary thereof, no payment of such advanced salary shall be made to the officer or employe filling such position until such time as certification has been made to the higher grade, in accordance with the city civil service act and rules.

Section 563.6. Nothing in this ordinance contained or in changes in title of offices or employments in any departments, bureaus or commissions which have been previously established and which are on January 1st, 1917, filled by officers or employes certified from civil service eligible lists, shall in any way be deemed to nullify or abolish any office or employment, or in any way affect the rights or status of the respective civil service officers or employes filling such offices or employments.

Section 563.7. Lobbying or soliciting on the part of any city officer or employe for any salary increase in violation of the terms of this ordinance is hereby prohibited, except by appearing in person before, or by communication addressed to, a regularly appointed committee of the Common Council, for increase in salary for all offices and employments having substantially similar work, requirements, duties, authority and responsibility and similar requirements as to training and experience.

Section 563.8. There shall be affixed to pay rolls or accounts of salaries or wages a certificate, made by the person preparing such pay rolls to the effect that reports of the employment of the person or persons on said pay rolls have been sent to the office of the City Service Commissioners for recording such employment, and that there is a time record on file in said department, bureau or commission, certified by the person or persons having knowledge of the facts, showing the character of service and the exact time of employment of such person or persons, excepting department heads and other officers and employes within a department of whose time the head of the department and the City Service Commission deem it impracticable to keep an exact record, and that the distribution or division of the time of such person or persons on such pay rolls is in accordance with such time record.

Section 563.9. The heads of all departments, bureaus and commissions shall prepare their several pay rolls or accounts of salaries and wages in accordance with the schedules and specifications for personal service adopted by the Common Council; that said heads of depart-

ments, bureaus and commissions shall arrange to have all pay rolls or accounts of salaries and wages sent directly to the office of the City Service Commissioners for check and certification; that department heads shall, in advance of transmission of pay rolls and accounts of salaries and wages, report all changes affecting employment in offices and positions under the jurisdiction of the City Service Commission on blank forms, provided by the office of the City Service Commissioners, that the office of the City Service Commissioners shall forward to the City Comptroller such pay rolls or accounts of salaries or wages of officers or employes whose title and compensation conform to the titles, specifications and compensation grades fixed by the Common Council. After schedules and specifications of grades and titles of offices and employments have been adopted by the Common Council, the City Service Commission shall withhold such certification to such pay rolls or accounts of salaries or wages which are not in conformity with such schedules and that supplementary pay rolls, with corrected items, shall be prepared for check and certification by the office of the City Service Commissioners before transmission to the City Comptroller's office; and that no pay roll or account of salaries or wages shall be received or moneys authorized or paid by the City Comptroller, City Treasurer, or any other city authority for services of any officer or employe unless such payroll or account of salaries or wages bears the certification of the office of the City Service Commissioners.

Section 2. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

Section 3. This ordinance shall take effect and be in force from and after its passage and publication.

Appendix "C"

Suggested Form of Report on Changes in the Standard Specifications for Personal Service to be Submitted by the Board of Estimates to the Common Council

Report of the Board of Estimates (or Committee on Finance) on proposed changes in the Standard Specifications for Personal Service affecting the position(s) of
.....
in Grade(s)
of the Service.

The Board of City Service Commissioners reports to the Committee that the purpose is to¹.....
.....
.....

In view of this report the Board (or Committee) recommends.....
.....
.....
.....
.....
.....
.....

Board of Estimates

The Board of City Service Commissioners approves these changes so far as they affect the titles, duties and qualifications of positions

and so far as they affect changes in salaries which involve changes in the civil service salary grades.

Board of City Service Commissioners

Per.....

.....

1 The following is a list of the major changes, one or more of which is to be inserted in the above space:

(a) Add the new position of..... involving new duties and qualifications and an appropriate range of compensation as follows:

(b) Eliminate the position of.....

(c) Change the definition of duties for the position of..... as follows:

(d) Change the qualifications for the position of..... as follows:

(e) Change the line of promotion for the position of..... as follows:

(f) Change the compensation for the position of..... as follows:

(g) Change the regulation governing compensation for the position of..... as follows:

(h) Change the condition governing advancement for the position of..... as follows:

(i) Suspend temporarily the provisions governing initial compensation in the Standard Specifications for Personal Service for the position of..... for the following reason.....

APPENDIX "D"

Summary Tabulations Showing Comparison Between Present and Proposed Classification, Titles and Compensation of Existing Offices and Positions

Arranged According
to Services and Grades

**Comparison between Present and Proposed Classification, Titles and Compensation of Existing Positions
in the Different Departments, Arranged According to the Proposed Classification**
CLERICAL SERVICE—CLASS A

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I	Messenger	\$ 25.00 to 40.00	Office Attendant	School Board Extension.....	\$ 30.00
	Page	25.00 to 40.00	Page (3)	Public Library	.20 hr.
			Page	Public Library	.17½ hr.
			Page	Public Library	.22½ hr.
II	Junior Clerk	45.00 to 60.00	Office Attendant	City Service	50.00
			Office Attendant	School Board	45.00
			Office Attendant	School Board	40.00
			Messenger	Public Works—Water	45.00
Junior Clerk-Stenographer		45.00 to 60.00	Jr. Clerk-Stenog.	City Service	50.00
			Jr. Clerk-Stenog. (2)	Health Department	60.00
			Office Attendant	Johnston Emergency Hospital.....	50.00
			III B 4.....	Public Library	27½ hr.
			III B 3.....	Public Library	50.00
			Stenographer	School Board	50.00
			Office Attendant	School Board	40.00
			Office Attendant	School Board	50.00
			Stenographer (2).....	School Board	45.00
			Clerk-Stenographer	Public Works—Plumbing	60.00
			Jr. Clerk-Stenog. (3)	Public Works	60.00
				Purchases (1)	
					St. Con. and Rep. (1)
					Spec. Assess. (1)

Junior Clerk-Typist	45.00 to 60.00	Office Attendant	Board of Park Commissioners.....	45.00
		Junior Clerk	Health Department	65.00
		Jr. Clerk-Stenog	Health Department	65.00
		Typist	Public Works Purchases.....	50.00
Telephone Operator	45.00 to 60.00	Telephone Operator	Public Library	22½ hr.
III Assistant Court Clerk..... (Unclassified Civil Service.)	75.00 to 90.00	Assistant Clerk	Mun. and Dist. Courts.....	100.00
		Assistant Clerk	Mun. and Dist. Courts.....	80.00
Billing Machine Operator and Clerk	70.00 to 85.00	T. R.-T. A. & T. C. Clerk (5).....	Tax Department	85.00
Clerk	65.00 to 80.00	Permit Clerk	Bldg. and Elev. Insp.....	75.00
		Junior Clerk	City Clerk	80.00
		Junior Clerk	City Clerk	70.00
		Junior Clerk	City Treasurer	75.00
		Asst. Cashier	City Treasurer	100.00
		Senior Clerk	Dept. of Health.....	90.00
		Junior Clerk (4).....	Dept. Public Works.....	80.00
		Junior Clerk	Dept. Public Works.....	55.00
		Junior Clerk (2).....	(Storage of Supplies) Dept. Public Works.....	70.00
		Clerk	(Water) School Board	55.00
		Junior Clerk	Tax Dept.	65.00
Clerk (Museum)	70.00 to 85.00	Special Clerk	Public Museum	105.00

CLERICAL SERVICE—CLASS A—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
III	Clerk-Bookkeeper	65.00 to 80.00	Jr. Clerk-Stenog.	Comptroller	75.00
			Jr. Clerk-Stenog.	Health Dept.	65.00
			II B 3.....	Public Library	.45 hr.
			Jr. Bookkeeper	Public Works	80.00
				(Audit & Accounts)	
			Junior Clerk	Public Works	55.00
				(Storage of Supplies)	
			Clerk	School Board	83.33
			Stenographer	School Board	80.00
			Office Attendant	School Board	45.00
	Clerk-Stenographer	65.00 to 80.00	Jr. Clerk-Stenog.	Bldg. & Elev. Insp.	60.00
			Jr. Clerk-Stenog.	City Service	60.00
			Jr. Clerk-Stenog.	Comptroller	60.00
			St. Clerk-Stenog.	Engrs. Bd. of Exam.	80.00
			Stenographer	Fire Dept.	85.00
			Jr. Clerk-Stenog. (3).....	Health Dept.	65.00
			Jr. Clerk-Stenog.	Health Dept.	60.00
			Jr. Clerk-Stenog.	Bd. of Industrial Educ.	65.00
			Jr. Clerk-Stenog.	Bd. of Industrial Educ.	60.00
			Jr. Clerk-Stenog.	Bd. of Industrial Educ.	50.00
			Stenographer	Bd. of Park Comm.	70.00
			III B 4.....	Public Library	.27½ hr.
			Stenographer	Public Museum	80.00
			Jr. Clerk-Stenog.	Public Works	70.00
				(Audit & Accounts)	

Jr. Clerk-Stenog.	60.00	Public Works	60.00
Jr. Clerk-Stenog.	60.00	(Audit & Accounts)	60.00
Jr. Clerk-Stenog.	65.00	Public Works	65.00
Jr. Clerk-Stenog.	70.16	(Bridges & Pub. Bldgs.)	70.16
Jr. Clerk-Stenog.	65.00	Public Works	65.00
Jr. Clerk-Stenog.	65.00	(Bureau of Engrs.)	65.00
Jr. Bkpr.	60.00	Public Works	60.00
Sr. Clerk-Stenog.	75.00	(Bureau Genl. Admin.)	75.00
Jr. Clerk-Stenog.	80.00	Public Works	80.00
Jr. Clerk-Stenog.	70.00	(St. Con. & Rep.)	70.00
Jr. Clerk-Stenog.	65.00	Public Works—Water	65.00
Stenographer (2)	75.00	Public Works—Water	75.00
Stenographer	65.00	School Board	65.00
Stenographer (2)	80.00	School Board	80.00
Stenog. & Clerk.	80.00	Sewerage Commission	80.00
Jr. Clerk-Stenog.	60.00	Tax Department	60.00
		(Vacant)	
Clerk-Stenographer (Museum)....	65.00	Public Museum	55.00
	to		
	80.00		
Clerk-Stenographer (Smoke Sup- pression)	70.00		
	to		
	85.00	Senior Clerk-Stenog.	80.00
		Bur. of Smoke Suppression.....	

CLERICAL SERVICE—CLASS A—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
III	Cost Clerk	70.00 to 85.00	Clerk	Fire Dept.	120.00
			Senior Clerk (2)	Dept. Pub. Wks.	85.00
				(Bridges & Pub. Bldgs.)	
			Junior Clerk	Dept. Pub. Wks.	90.00
				(Str. San.)	
			Jr. Clerk-Stenog.	Dept. Pub. Wks.	60.00
			Senior Clerk (3)	Water Dept.	85.00
			Senior Clerk	Water Dept.	100.00
			Clerk	School Board	85.00
	Division Clerk (Street Sanitation)	60.00 to 75.00	Division Clerk (3)	Public Works	60.00
				(Str. San.)	
	Examiner and Statistical Clerk..	80.00 to 95.00	Sr. Clerk-Stenog.	City Service	85.00
	High School Clerk	65.00 to 80.00	Clerk (2)	School Board	60.00
			Clerk (2)	School Board	70.00
			Clerk	School Board	55.00
	Law Clerk Stenographer.....	70.00 to 85.00	Jr. Clerk-Stenog. (2)	City Attorney	75.00
			Sr. Clerk-Stenog.	Tax Department	80.00
	Police Alarm Operator.....	80.00 to 95.00	Operator (8)	Police Dept.	95.00
	(Unclassified Civil Service)				

IV Chief Police Alarm Operator.....	100.00				
(Unclassified Civil Service)	to				
	110.00	Chief Operator	Police Dept.	105.00	
Deputy Registrar of Vital Statistics	120.00				
to					
140.00		Deputy Registrar	Health Dept.	150.00	
Senior Bookkeeper	100.00	Senior Accountant	City Treasurer	150.00	
to		Senior Bookkeeper	City Treasurer	125.00	
120.00		Junior Accountant	City Treasurer	125.00	
		Junior Accountant	Comptroller	125.00	
		Junior Accountant	Comptroller	100.00	
		Senior Clerk (2)	Comptroller	100.00	
		Senior Clerk	Comptroller	100.00	
		Senior Bookkeeper	Water Dept.	110.00	
Senior Clerk	90.00	Senior Bookkeeper	City Clerk	110.00	
to		Senior Clerk	City Clerk	90.00	
110.00		Chief Clerk	Health Dept.	105.00	
		Sanitary Inspector	Health Dept.	100.00	
		Senior Clerk	Pub. Wks.	95.00	
			(Audit & Accounts)		
		Senior Clerk	Pub. Wks.	95.00	
			(Special Assessments)		
		Senior Clerk	Pub. Wks.—Water	85.00	
		Clerk	School Board	105.33	
Senior Clerk (Bldg. & Elev. Inspection)	90.00				
to					
110.00		Chief Clerk	Bldg. & Elev. Insp.	105.00	

CLERICAL SERVICE—CLASS A—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
IV	Senior Clerk (Bureau of Engrs.)	100.00 to 120.00	Chief Clerk	Public Works (Bur. of Engrs.)	125.00
	Senior Clerk-Bookkeeper	90.00 to 110.00	Senior Bookkeeper	Public Works (Audit & Accounts)	105.00
			Senior Clerk	Pub. Works (Bureau of Water)	120.00
			Senior Clerk (6)	Pub. Works—Water	100.00
			Senior Clerk (2)	Pub. Wks.—Water	70.00
			Junior Clerk	Pub. Wks.—Water	83.33
			Clerk & Stenog.	School Board	100.00
	Senior Clerk-Bookkeeper (Fire & Police Alarm) (Unclassified Civil Service)	100.00 to 120.00	Secretary	Fire & Police Alarm System	120.00
	Senior Clerk-Stenographer	90.00 to 110.00	Sr. Clerk-Stenog.	City Clerk	80.00
			Jr. Clerk-Stenog.	Comptroller	83.33
			Senior Clerk	Bd. of Election Com.	100.00
			Assistant Secretary	Fire Dept.	100.00
			Jr. Clerk-Stenog.	Bd. of Industrial Education	75.00
			Sr. Clerk-Stenog.	Office of the Mayor	83.33
			Stenog.-Clerk	Police Dept.	85.00
			Sr. Clerk-Stenog.	Public Works (Genl. Admln.)	75.00
	Stenographer		Stenographer	School Board	90.00

Senior Cost Clerk.....	90.00 to 110.00	Senior Clerk	Pub. Wks. (Bridges & Pub. Bldgs.)	100.00
		Stenographer	Pub. Wks. (Illumination)	60.00
		Senior Bookkeeper	Pub. Wks. (Sewer).....	95.00
		Senior Clerk	Pub. Wks. (St. Con. & Rep.)	90.00
		Senior Clerk	Pub. Wks. (Str. Sanitation)	100.00
		Engr. Accountant	Sewerage Commission	125.00
		Clerk	School Board	110.00
Senior Law Clerk-Stenographer..	100.00 to 120.00	Law Clerk-Stenographer	City Attorney	116.63
Teller	90.00 to 110.00	Sr. Bookkeeper	City Treasurer	125.00
		Sr. Clerk	City Treasurer	100.00
		Sr. Clerk	Pub. Wks.—Water	100.00
V Accountant (Water)	130.00 to 150.00	Sr. Accountant	Water Dept.	150.00
Assistant Secretary (Police).....	130.00 to 150.00	Asst. Secretary	Dept. of Police.....	133.33
• (Unclassified Civil Service)				

CLERICAL SERVICE—CLASS A—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
V	Buyer	130.00 to 150.00	Chief Clerk	Pub. Wks.—Purchases	135.00
	Cashier	130.00 to 150.00	Cashier	City Treasurer	166.67
	(Unclassified Civil Service)				
	Council Committee Clerk-Secretary	130.00 to 150.00	Senior Clerk	Common Council	135.00
	Head Clerk (Public Works)	130.00 to 150.00	Chief Clerk	Public Works	150.00
				(Audit & Accounts)	
	Head Clerk (Tax Commission) ...	130.00 to 150.00	Chief Clerk	Tax Department	150.00
	Head Special Assessment Clerk..	130.00 to 150.00	Chief Assessment Clerk	Public Works	135.00
				(Special Assessments)	

Recorder and Auditor (Museum).	130.00 to 150.00	Recorder	Public Museum	126.07
Secretary (Harbor Commission)..	130.00 to 150.00	Secretary of Harbor Commission.	Public Works—Harbor Commission	150.00
Secretary to Mayor..... (Unclassified Civil Service)	130.00 to 150.00	Secretary to Mayor.....	Office of the Mayor.....	120.00
VI Assistant Secretary (Park Com- mission)	160.00 to 180.00	Asst. Secretary	Bd. of Park Com.....	150.00
Budget Accountant	160.00 to 180.00	Senior Accountant	Comptroller	150.00
Chief Clerk and Auditor (Schools)	160.00 to 180.00	Auditor	School Board	180.00
Chief Clerk (Comptroller).....	160.00 to 180.00	Chief Clerk	Comptroller	150.00

CLERICAL SERVICE—CLASS A—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
VI	Chief Clerk (Water Collection)...	160.00 to 180.00	Chief	Pub. Wks. (Water)	150.00
	Chief Examiner and Ex-Officio Secretary (City Service Com- mission)	160.00 to 180.00	Chief Clerk	City Service Commission.....	115.00
	Deputy City Clerk.....	160.00 to 180.00	Deputy City Clerk.....	City Clerk	160.00
	Secretary (Election Commission)...	160.00 to 180.00	Secretary	Bd. of Elec. Comm.....	160.66
	Secretary (Fire Department)..... (Unclassified Civil Service)	160.00 to 180.00	Secretary	Fire Dept.	150.00
	Secretary (Police Department) ... (Unclassified Civil Service)	160.00 to 180.00	Secretary	Police Dept.	150.00

Secretary (Sewerage Commission) (Unclassified Civil Service)	160.00 to 180.00	Secretary	Sewerage Commission	150.00
VII Deputy City Treasurer.....	250.00 and above	Deputy Treasurer	City Treasurer	250.00
Deputy Commissioner of Health..	250.00 and above	Deputy Commissioner	Health Dept.	166.66
Deputy Comptroller	250.00 and above	Deputy Comptroller	Comptroller	250.00
Efficiency Clerk (City Service Commission)	250.00 and above			
Secretary (Park Commission)....	250.00 and above	Secretary	Bd. of Park Comm.....	208.33

ENGINEERING SERVICE—CLASS B.

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I	Draftsman	\$55.00 to 75.00	Draftsman	Bd. of Pub. Land Com.....	\$75.00
			Draftsman	Pub. Wks.—St. Con. and Repair...	75.00
			Draftsman	Pub. Wks.—Water	70.00
Rodman		55.00 to 75.00	Rodman	Bd. of Pub. Land Comm.....	65.00
			Draftsman	Pub. Wks.—Engrs.	65.00
			Rodman (7)	Pub. Wks.—Engrs.	55.00
			Rodman C	Sewerage Commission	75.00
			Rodman B (2)	Sewerage Commission	60.00
II Engineering Draftsman		80.00 to 105.00	Special Draftsman	Pub. Wks.—Engrs.	120.00
			Structural Draftsman	Pub. Wks.—Engrs.	100.00
			Structural Draftsman	Pub. Wks.—Engrs.	95.00
			Draftsman	Pub. Wks.—Illumination	75.00
Engineering Estimator		80.00 to 105.00	Draftsman	Pub. Wks.—Engrs.	80.00
			Asst. Est. Clerk.....	Pub. Wks.—Engrs.	90.00
			Asst. Est. Clerk.....	Pub. Wks.—Engrs.	85.00
Junior Engineer		80.00 to 105.00	Instrumentman	Bd. of Pub. Land Comm.....	90.00
			Instrumentman	Pub. Wks.—St. Con. and Repair...	90.00
			Instrumentman (2)	Pub. Wks.—Engrs.	80.00
			Instrumentman	Pub. Wks.—Engrs.	90.00

Junior Lay-Out Engineer.....		80.00 to 105.00	Fieldman Asst. Engineer	Pub. Wks.—Illumination Pub. Wks.—Illumination	75.00 80.00
Map Engineering Draftsman.....		80.00 to 105.00	Draftsman Draftsman	Pub. Wks.—Engrs. Pub. Wks.—Engrs.	80.00 95.00
III Assistant Architectural Designer.		120.00 to 140.00	Asst. Arch. Designer..... Arch. Draftsman	Pub. Wks.—Bridges & Pub. Bldgs. Sewerage Commission	100.00 125.00
Assistant Civil Engineer.....		120.00 to 140.00	Engineer Jr. Engineer Jr. Engineer (2)..... Instrumentman Inspector Instrumentman Senior Engineer "A".....	Bd. of Public Land Comm..... Pub. Wks.—Engrs. Pub. Wks.—Engrs. Pub. Wks.—Engrs. Pub. Wks.—Water Sewerage Commission Sewerage Commission	125.00 125.00 115.00 80.00 125.00 112.50 125.00
Assistant Structural Designer....		120.00 to 140.00	Asst. Structural Designer..... Structural Draftsman	Pub. Wks.—Bridges & Pub. Bldgs. Pub. Wks.—Engrs.	125.00 120.00
Chief Engineering Estimator....		120.00 to 140.00	Chief. Est. Clerk.....	Pub. Wks.—Engrs.	105.00
Draftsman (Park Commission)...		120.00 to 140.00	Draughtsman	Bd. of Park Comm.....	150.00

ENGINEERING SERVICE—CLASS B—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
IV	Architectural Designer	160.00 to 180.00	Arch. Designer	Pub. Wks.—Bridges & Pub. Bldgs.	175.00
	Chief Draftsman (Sewerage Commission)	170.00 to 190.00	Chief Draftsman	Sewerage Commission	175.00
	Senior Engineer	160.00 to 180.00	Senior Engineer (5)	Pub. Wks.—Engrs.	175.00
			Resident Engr.	Pub. Wks.—Water	208.33
			Asst. Engineer	Pub. Wks.—Water	150.00
	Senior Engineer (Sewerage Commission)	170.00 to 190.00	Senior Engr. C (4)	Sewerage Commission	150.00
			Senior Engr. C	Sewerage Commission	175.00
			Senior Engineer B	Sewerage Commission	137.50
	Structural Designer	160.00 to 180.00	Structural Designer	Pub. Wks.—Bridges & Pub. Bldgs.	150.00
	City Planning Engineer.....	200.00 to 250.00	City Planning Engr.....	Bd. of Public Land Comm.....	208.33

Designing Engineer (Sewerage Commission)	250.00 and above	Designing Engineer	Sewerage Commission	250.00
Engineer in Charge of Construction and Maintenance (Illumination)	200.00 to 250.00	Engineer in Charge of Construction	Pub. Wks.—Illum.	200.00
Engineer in Charge of Illumination	200.00 to 250.00	Engineer in Charge of Illumination	Pub. Wks.—Illum.	175.00
Principal Asst. Engineer (Sewerage Commission)	300.00 and above	Principal Asst. Engr.	Sewerage Commission	400.00
VI Chief Engineer (Sewerage Commission)	1,000.00 and above	Chief Engineer	Sewerage Commission	1,000.00
City Engineer	300.00 and above	City Engineer	Pub. Wks.—Engrs.	333.34

LABORATORY SERVICE—CLASS C.

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I	Laboratory Assistant	\$65.00	Laboratory Assistant	Health Dept.	\$65.00
		to 80.00			
II	Junior Bacteriologist	90.00	Asst. Bacteriologist	Health Dept.	85.00
		to 110.00			
	Junior Chemist	90.00			
		to 110.00			
	Junior Chemist (Milk Inspection)	85.00	Milk Inspector	Health Dept.	85.00
		to 100.00			
	Junior Paving Chemist.....	90.00			
		to 110.00			
III	Chemist (Sewerage Commission).	140.00	Asst. Paving Chemist.....	Pub. Wks. (St. Con. & Rep.).....	95.00
		to 160.00			
			Junior Chemist	Sewerage Commission	125.00

Chemist (Water Department)....	140.00				
to					
160.00	Chemist	Water Dept.	150.00		
City Chemist	140.00				
to					
160.00	Chemist	Health Dept.	150.00		
Electrical Engineering Tester....	140.00				
to					
160.00	Assistant	Pub. Wks. (Illumination)	150.00		
Senior Paving Chemist.....	140.00				
to					
160.00	Paving Chemist	Pub. Wks. (St. Con. & Rep.).....	125.00		
IV Chief Chemist (Sewerage Com- mission)	300.00				
and above	Chief Chemist ..	Sewerage Commission	350.00		
Director of the Bacteriological Laboratory and Epidemiology	200.00				
to					
240.00	Bacteriologist	Health Dept.	200.00		

LIBRARY SERVICE—CLASS D.

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Salary Monthly Present
I	Junior Library Assistant.....	\$45.00 to 65.00	III B 4 (4).....	Public Library	\$.27½ hr.
			Library Asst.	Public Library	.25 hr.
			III B 3 (8).....	Public Library	.25 hr.
			III A 4.....	Public Library	75.00
			IV	Public Library	70.00
			III A 2.....	Public Library	.32½ hr.
			III A 1.....	Public Library	60.00
			IV	Public Library	.30 hr.
			III B 2 (6).....	Public Library	.22½ hr.
			IV	Public Library	40.00
			Sub. Lib. Asst. (5).....	Public Library	.22½ hr.
			Sub. Lib. Asst. (3).....	Public Library	.25 hr.
			Sub. Lib. Asst. (2).....	Public Library	.20 hr.
			III N 2.....	Public Library	.22½ hr.
			Sun. Asst. (3).....	Public Library	.25 hr.
			Substitute	Public Library	.22½ hr.
II	Senior Branch Librarian.....	70.00 to 85.00	III A 4.....	Public Library	75.00
			III A 2.....	Public Library	.32½ hr.
			II B 3 (2).....	Public Library	.45 hr.
			II B 2.....	Public Library	.42½ hr.
			III B 4.....	Public Library	.27½ hr.
			III A 3.....	Public Library	70.00
			III A 1.....	Public Library	.30 hr.

Senior Cataloguer	70.00 to 85.00	II B 4.....	Public Library	.47½ hr.
Senior Library Assistant.....	70.00 to 85.00	II A 1..... II B 3 (2)..... III A 4 (2)..... III A 3 (4)..... III B 4..... II B 2..... Page	Public Library	.50 hr. .45 hr. 75.00 .35 hr. .27½ hr. 85.00 .35 hr.
Senior Library Assistant (Municipal Reference Library).....	70.00 to 85.00	III A 4.....	Public Library	.37½ hr.
III Curator of Books (Museum Library)	90.00 to 110.00	Curator	Public Library	133.33
Head of Department (Library) ..	90.00 to 110.00	II A 1 (3)..... II A 1..... Head of Literature Dept..... I B 5..... II A 2..... II A 3.....	Public Library	100.00 95.00 40 hr. 140.00 .52½ hr. .55 hr.
IV Assistant City Librarian.....	140.00 to 170.00	Asst. Librarian	Public Library	175.00

LIBRARY SERVICE—CLASS D—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
IV	Director of Library Extension...	140.00 to 170.00	I A	Public Library	155.00
	Municipal Reference Librarian...	140.00 to 170.00	II B 6	Public Library	145.00
V	City Librarian	350.00 and above	Librarian	Public Library	410.00

MEDICAL SERVICE—CLASS E.

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I	Medical Interne	None in service at present			
	Assistant House Physician.....	None in service at present			
II	Assistant Medical Superintendent (Tuberculosis Sanatoria)	\$125.00 to 145.00	Asst. Chief	Health Department	\$125.00
	Dentist	115.00 to 135.00	Asst. Medical Inspector.....	School Board	130.00
	Physician and Surgeon.....	70.00 to 90.00	Phys. & Surgeon.....	Fire Department	83.33
	(Unclassified Civil Service)	(Part time service)	Surgeon	Police Department	83.33

MEDICAL SERVICE—CLASS E—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
II	Resident Physician (Johnston Emergency Hospital)	90.00	House Physician (2).....	Johnston Emergency Hospital.....	100.00
		to 110.00			
	Resident Physician (South View Hospital)	115.00	Asst. Physician	Health Dept.	125.00
		to 135.00 (with board, laundry and lodging)			
	Vaccinator	5.00 per day as required	Special Vaccinator	Health Department	5.00 day
	Veterinary Surgeon	70.00 to 95.00 (Unclassified Civil Service)	Vet. Surgeon	Fire Department	83.33
		(Part time service)			

III Medical Superintendent (Child Welfare)	180.00 to 180.00	Medical Asst.	Health Dept.	166.66
Medical Superintendent (South View Hospital)	180.00 to 210.00	Medical Asst.	Health Dept.	166.66
Medical Superintendent (Tuberculosis Sanatoria)	180.00 to 220.00 (With automobile maintenance)	Chief	Health Dept.	208.33

MUSEUM SERVICE—CLASS F.

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I Helper in Anthropology.....					
		\$60.00 to 80.00	Asst. Dept. Anthropology.....	Public Museum	\$60.00
Helper in Invertebrate Zoology..					
		60.00 to 80.00	Asst. Dept. of Invertebrate Zoology	Public Museum	50.00
Museum Helper					
		60.00 to 80.00	Asst. Laborer to Taxidermist....	Public Museum	55.00
			Laborer	Public Museum	80.00
		80.00	Apprentice to Artist.....	Public Museum	55.00
II Artist—Anthropology					
		130.00 to 160.00	Artist	Public Museum	160.00
Artist and Plant Modeler.....					
		90.00 to 120.00	Artist	Public Museum	90.00
			Landscape Modeler	Public Museum	105.00
Assistant in Anthropology.....					
		90.00 to 120.00	Assistant in Anthropology.....	Public Museum	100.00
Assistant in Botany.....					
		90.00 to 120.00	Asst. in Inv. Zoology.....	Public Museum	80.00

Assistant in Geology.....	90.00 to 120.00	Asst. Geol. & Zoology.....	Public Museum	90.00
Assistant in Taxidermy.....	90.00 to 120.00	Asst. Taxidermist	Public Museum	95.00
III Chief Taxidermist	140.00 to 170.00	Chief Taxidermist	Public Museum	160.00
Curator of Anthropology.....	190.00 to 220.00	Curator	Public Museum	208.33
Curator of Botany.....	140.00 to 170.00	Curator	Public Museum	150.00
Curator of Education.....	190.00 to 220.00	Curator	Public Museum	208.33
Curator of Invertebrate Zoology.	140.00 to 170.00	Curator of Invertebrate Zoology.	Public Museum	163.67
IV Director of Public Museum.....	300.00 and above	Director	Public Museum	416.66

NURSING SERVICE—CLASS C.

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I	Dental Assistant	\$45.00			
		to			
		60.00	Dental Nurse	School Board	\$55.00
	Pupil Nurse	20.00			
		to			
		35.00	Pupil Nurse	Johnston Emergency Hospital.....	20.00
		with board, laundry and lodging			
II	Field Nurse	70.00	Field Nurse (9).....	Health Dept.	75.00
		to	Field Nurse (6).....	Health Dept.	70.00
		85.00	School Nurse (5).....	Health Dept.	70.00
			Field Nurse (7).....	Health Dept.	80.00
	Graduate Nurse	60.00	Grad. Nurse (6).....	Johnston Emergency Hospital.....	65.00
		to	Hospital Nurse (2).....	Health Dept.	75.00
		75.00	Hospital Nurse	Health Dept.	65.00
		with board	Hospital Nurse (18).....	Health Dept.	70.00
		or			
		55.00			
		to			
		70.00			
		with board, laundry and lodging			

Hospital Teacher	55.00				
to					
70.00 Hospital Nurse				Health Dept.	65.00
with board,					
laundry and					
lodging					
School Nurse	70.00	Nurse		School Board	80.00
to		Nurse (4)		School Board	75.00
85.00		Nurse		School Board	70.00
		Nurse (2)		School Board	65.00
		Nurse (2)		School Board	85.00
111 Senior Field Nurse.....	90.00	Supvsg. Field Nurse.....		Health Dept.	90.00
to		Supvsg. Field Nurse.....		Health Dept.	85.00
100.00					
Senior Hospital Nurse.....	75.00	Asst. Sup. Nurse.....		Health Dept.	85.00
to		Ward Nurse		Johnston Emergency Hospital.....	70.00
90.00					
with board,					
laundry and					
lodging					
or					
80.00					
to					
95.00					
with board					
and laundry					
Senior Hospital Nurse (Night)...	80.00	Super. Nt. Nurse.....		Johnston Emergency Hospital.....	70.00
to					
95.00					
with board					
and laundry					

NURSING SERVICE—CLASS G—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
III	Senior Hospital Nurse & Matron	85.00 to 100.00 with board, laundry and lodging	Hospital Matron (2)..... Supvsg. Hospital Nurse.....	Health Dept. Health Dept.	100.00 100.00
	Senior School Nurse.....	90.00 to 100.00	Head Nurse	School Board	100.00
	Senior Surgical Nurse.....	75.00 to 90.00 with board, laundry and lodging	Surgical Nurse	Johnston Emergency Hospital.....	79.00
IV	Superintendent (Johnston Emergency Hospital)	110.00 to 130.00 with board, laundry and lodging	Superintendent	Johnston Emergency Hospital.....	110.00

INSPECTION AND SUPERVISORY SERVICE—CLASS H.

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I	Hydrant Inspector	\$65.00 to 75.00	Hydrant Inspector (19)	Dept. Public Works (Water)	\$75.25
	Turn-Off-and-Turn-On Man	65.00 to 75.00	Turn-on-and-off-man (6)	Dept. Public Works (Water)	75.25
			Watchman (3)	Dept. Public Works (Water)	70.00
	Weighmaster	65.00 to 75.00	Weighmaster	Dept. Public Works (Inc. & Inc. Pwr. Plt.)	75.00
	Inspector of Garbage Collection..	80.00 to 95.00	Timekeeper	Dept. Public Works (Street Sanitation)	75.00
II	Inspector of Water Connections..	80.00 to 95.00	Inspector (3)	Dept. Public Works (Water)	85.00
	Inspector of Water Meters.....	80.00 to 95.00	Meter Reader (23)	Dept. Public Works (Water)	90.00
			Meter Reader (9)	Dept. Public Works (Water)	80.00
			Meter Reader (5)	Dept. Public Works (Water)	65.00

INSPECTION AND SUPERVISORY SERVICE - CLASS H-Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
	Market Master	80.00 to 95.00	Market Master	Pub. Wks.—Bids.	80.00
III	Assistant Superintendent of Water Distribution	100.00 to 120.00	Assistant	Dept. of Pub. Wks. (Water)	105.00
	Building Inspector	90.00 to 110.00	Asst. Bldg. Insp. (7)	Bureau of Bldg. & Elev. Insp.	105.00
			Asst. Bldg. Insp. Elev. (2)	Bureau of Bldg. & Elev. Insp.	105.00
			Asst. Bldg. Insp. Signs (2)	Bureau of Bldg. & Elev. Insp.	105.00
			Asst. Bldg. Insp. Theatre	Bureau of Bldg. & Elev. Insp.	105.00
	Building Inspector (Electric Installations)	90.00 to 110.00	Asst. Bldg. Insp. Elec. (8)	Bureau of Bldg. & Elev. Insp.	95.00
	Building Inspector (Heating)	90.00 to 110.00	Asst. Bldg. Insp. Heating (2)	Bureau of Bldg. & Elev. Insp.	105.00
	Chief Inspector of Garbage Collection	100.00 to 120.00	Superintendent ⁴	Dept. of Pub. Wks. (Street Sanitation)	100.00

INSPECTION AND SUPERVISORY SERVICE—CLASS H—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
III	Inspector of Water Mains.....	90.00 to 110.00	Insp. Lay Water Pipe.....	Pub. Wks.—Water	4.00 day
	Inspector of Water Waste.....	100.00 to 120.00	Jr. Water Waste Insp.....	Pub. Wks.—Water	120.00
	Inspector of Weights and Measures	90.00 to 110.00	Inspector (5)	Weights & Measures.....	100.00
			Chaufeur & Asst. Inspector.....	Weights & Measures.....	70.00
	Medical School Inspector.....	50.00 to 65.00	Asst. Medical Inspector (11).....	School Board	60.00
			School Physician (5).....	Health Dept.	50.00
	Medical School Inspector (Dental Surgery)	115.00 to 135.00	Asst. Medical Inspector.....	School Board	150.00
	Milk Inspector	90.00 to 110.00	Milk Inspector (4)	Health Dept.	100.00
			Milk Inspector (2)	Health Dept.	86.00

Plumbing Inspector	90.00					
	to					
	110.00	Inspector (9)	Public Works (Plumbing).....			120.00
Sanitary Inspector	90.00					
	to					
	110.00	Sanitary Inspector (23)	Health Dept.			85.00
Smoke Inspector	90.00					
	to					
	110.00	Smoke Inspector (2)	Bureau of Smoke Suppression.....			105.00
Street Sanitation Inspector and Foreman	90.00					
	to					
	110.00	Division Foreman (23)	Dept. Pub. Works St. Sanitation....			100.00
IV Deputy Building Inspector in Charge						
	120.00					
	to					
	140.00	Asst. Insp. of Bldgs.....	Bureau of Bldg. & Elev. Inspection.			110.00
Deputy Food Inspector in Charge	120.00					
	to					
	140.00	Asst. Chief	Dept. of Health.....			125.00
Deputy Sanitary Inspector in Charge	120.00					
	to					
	140.00	Sanitary Inspector (3)	Dept. of Health.....			85.00
Deputy Sanitary Inspector in Charge (Communicable Diseases)	120.00					
	to					
	140.00	Asst. Chief	Dept. of Health.....			105.00

INSPECTION AND SUPERVISORY SERVICE—CLASS H—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
IV	Deputy Sealer of Weights and Measures	120.00 to 140.00	Deputy	Weights & Measures.....	115.00
	Deputy Superintendent of Plumbing	120.00 to 140.00	Dep. Supt.	Pub. Wks.—Plumbing	125.00
	Division Superintendent Street Sanitation	120.00 to 140.00	Supt. of Division (7) Asst. Supt.	Pub. Wks.—Str. Sanitation..... Pub. Wks.—Str. Sanitation.....	150.00 150.00
	Examiner of Plans.....	120.00 to 140.00	Examiner of Plans.....	Bldg. & Elev. Insp.....	105.00
	Supt. of Water Meters and Services	130.00 to 150.00	Superintendent	Pub. Wks.—Water	125.00

Superintendent of Water Distribution	130.00 to 150.00	Supt. of Dist.....	Pub. Wks.—Water	146.66
Supervising Tunnel Inspector....	130.00 to 150.00	Tunnel Engineer	Pub. Wks.—Sewers	150.00
		Inspector	Pub. Wks.—Water	5.00 day
V Assistant Superintendent of Street Sanitation				
	150.00 to 180.00	Asst. Supt.	Pub. Works—Str. San.....	150.00
Chief of Division of Food Inspection	150.00 to 180.00	Chief	Health Dept.	150.00
Chief of Division of Sanitary Inspection	150.00 to 180.00	Chief of Sanitary Div.....	Health Dept.	166.66
Field Supervisor of Bridges and Public Buildings	150.00 to 180.00	Field Superintendent	Public Works—Bridges and Public Buildings	150.00
Field Supervisor of Street Construction and Repair.....	150.00 to 180.00	Field Superintendent	Pub. Wks. (Str. Con. & Reps.)	166.66

INSPECTION AND SUPERVISORY SERVICE—CLASS H—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
V	Sealer of Weights and Measures.	150.00			
		to			
		170.00	Sealer	Weights & Measures	150.00
	Superintendent of Plumbing	150.00			
		to			
		170.00	Supt. of Plumbing	Pub. Wks.—Plumbing	150.00
VI	Deputy Commissioner of Public Works	250.00			
		and above	Dept. Commr. of Pub. Wks.	Pub. Wks.—Gen. Admin.	208.33
	Director of Hygiene	250.00			
		and above	Dir. of Hygiene	School Board	350.00
	Superintendent and Chief Engineer of Bureau of Sewers	210.00			
		to			
		250.00	Ch. Engr.	Pub. Wks.—Engrs.	208.34
	Superintendent of Bureau of Bridges and Public Buildings	210.00			
		to			
		250.00	Supt. Bridges & Public Buildings	Pub. Wks.—Bridges and Bldgs.	208.33

Superintendent of Bureau of Street Sanitation	210.00 to 250.00	Supt. Str. Cleaning & Coll. & Rem. of A. & G.	Pub. Wks.—Str. San.	208.33
Superintendent of Street Con- struction and Repairs	210.00 to 250.00	Supt. St. Const. & Repairs	Pub. Wks.—Str. Con. & Rep.	208.33
Superintendent of Water Works. and above Supt. of Water Works	250.00	Pub. Works—Water		250.00
VII Secretary and Business Manager. and above Secy. & Bus. Mgr.	350.00	School Board		500.00

INVESTIGATIONAL SERVICE—CLASS I.

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I Attendance Officer					
	Attendance Officer	\$80.00 to 100.00	Attendance Officer (6) Attendance Officer (3) Attendance Officer (2)	School Board School Board School Board	100.00 80.00 95.00
II Physical Examiner (Fire and Police Commission) (Unclassified Civil Service)					
	Physical Examiner (Fire and Police Commission) (Unclassified Civil Service)	25.00 per examination, as required	Physical Examiner	Fire & Police Comm.	25.00exam
Tax Investigator					
	Tax Investigator	120.00 to 135.00	Junior Investigator	Tax Department	135.00
III Chief Examiner and Examiner (Board of Examiners of Stationary Engineers and Inspectors of Steam Power Generating and Heating Apparatus) (Unclassified Civil Service)					
	Chief Examiner and Examiner (Board of Examiners of Stationary Engineers and Inspectors of Steam Power Generating and Heating Apparatus) (Unclassified Civil Service)	140.00 to 160.00	Chief Examiner Examiner	Engrs. Bd. of Exam. Engrs. Bd. of Exam.	150.00 125.00

Chief Examiner (Fire and Police Commission) 60.00			
(Unclassified Civil Service) for part time service			
	Chief Examiner	Fire & Police Comm	58.33
Tax Assessor			
	140.00		
	to		
	160.00	Assessor (16)	Tax Department
			150.00
IV Deputy Tax Commissioner			
	180.00		
	to		
	210.00	Deputy Tax Commr	Tax Department
			183.33
Supervisor of Attendance			
	180.00		
	to		
	210.00	Supvr. of Attendance	School Board
			210.00

CUSTODIAL SERVICE—CLASS J.

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I	Animal Keeper	70.00 to 80.00	Laborer (9)	Bd. of Park Comm.....	\$75.00
			Laborer (2)	Bd. of Park Comm.....	68.00
	Assistant Keeper of Pipe Yard...	70.00 to 80.00	Asst. Keeper of Pipe Yard.....	Dept. Water	75.00
	Attendant	65.00 to 80.00	Inspector Order B.....	Public Library	.42½ hr.
			Laborer	Public Museum	70.00
			Attendant	Public Museum	60.00
			Attendant (2)	Public Museum	65.00
			Attendant (2)	Public Museum	55.00
			Check Room Attendant.....	Public Museum	55.00
	Gardener	70.00 to 80.00	Gardener (4)	Bd. of Park Comm.....	75.00
	Janitor and Window Washer....	60.00 to 75.00	Janitor	Health Dept.	50.00
			Asst. Janitor (2).....	Health Dept.	50.00
			Janitor (3)	Health Dept.	60.00
			Window Washer	Museum Dept.	65.00
			Laborer	Public Museum	75.00
			Janitor	Police Dept.	75.00

	Janitor (4)	Police Dept.	60.00
	Janitor	Police Dept.	70.00
	Cleaner (2)	Public Library	.22½ hr.
	Cleaner	Public Library	.30 hr.
	Cleaner	Pub. Wks.—Bridges & Pub. Bldgs.	70.00
Janitress	Charwoman (11)	Public Library	.22½ hr.
	Cleaner (2)	Public Library	.22½ hr.
	Cleaner (6)	Public Museum	45.00
	Cleaner (2)	Public Museum	1.73 day
	Charwoman	Pub. Wks.—Bridges & Pub. Bldgs.	45.83
Lifeguard	60.00		
	to		
	75.00	Life Guard	Bd. of Park Comm.
Natatorium Attendant (Female).	20.00		
	to		
	30.00	Matron (6)	Public Works
Natatorium and Beach Assistant.	70.00		
	to		
	80.00	Natatorium Assistant (12)	Pub. Wks.—Bridges & Pub. Bldgs.
		Asst. Bathing Beach Supt.	Pub. Wks.—Bridges & Pub. Bldgs.
Pavillion Attendant (Female)	45.00		
	to		
	65.00	Matron (3)	Bd. of Park Comm.
Stockman	65.00	Member	Fire Dept.
	to	Storekeeper	Pub. Wks.—Bridges & Pub. Bldgs.
	80.00	Office Attendant	Pub. Wks.—Purchases
		Asst. Storekeeper	Pub. Wks.—Storage of Supplies.
		Junior Clerk	Public Works—Water
		Supply Asst.	School Board
		Supply Asst.	School Board
			85.00
			80.00
			65.00

CUSTODIAL SERVICE—CLASS J—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I	Watchman	65.00 to 75.00	Watchman	Public Museum	25 hr.
			Watchman (3)	Pub. Wks.—Water	70.00
II	Head Janitor	90.00 to 105.00	Janitor	Pub. Library	45 hr.
			Janitor	Pub. Library	30 hr.
			Janitor	Pub. Museum	90.00
			Custodian	Pub. Wks.—Bridges & Pub. Bldgs.	105.00
	Janitor-Engineman (Schools).... (No recommendation as to rates of compensation or conditions governing advancement are included in the absence of a study into the janitorial work in school buildings and the operation of the contract-payment plan.		Janitor	Bd. of Indus. Education.....	57.25
			Janitor	Bd. of Indus. Education.....	61.50
			Janitor	Bd. of Indus. Education.....	52.50
			Janitor	Bd. of Indus. Education.....	47.00
			Janitor (72 janitors with aggregate salary of \$10,786.00).....	School Board	254.00
			Janitor	School Board	329.25
			Janitor	School Board	125.00
			Janitor	School Board	175.00
Keeper of Pipe Yard.....		100.00 to 125.00	Keeper of Pipe Yard.....	Water Dept.	125.00
Keeper of Reservoir..... (Dwelling house is furnished by the city)		70.00	Keeper of Reservoir.....	Pub. Wks.—Water	70.00

Natatorium and Beach Custodian:				
Natoria	100.00	Natatorium Supt. (2)	Pub. Wks. (Bridges & Pub. Bldgs.)	80.00
(The rental value of living	to			
quarters to be paid by Nat-	110.00			
atorium Custodian to the		Natatorium Supt.	Pub. Wks. (Bridges & Pub. Bldgs.)	85.00
city)		Natatorium Supt.	Pub. Wks. (Bridges & Pub. Bldgs.)	90.00
Bathing Beaches	80.00	Natatorium Supt.	Pub. Wks. (Bridges & Pub. Bldgs.)	105.00
	to	Supt. McKinley Beach	Pub. Wks. (Bridges & Pub. Bldgs.)	80.00
	90.00	Supt. South Shore	Pub. Wks. (Bridges & Pub. Bldgs.)	80.00
Park Foreman				
	100.00	Foreman (2)	Bd. of Park Comm.	110.00
	to	Foreman	Bd. of Park Comm.	85.00
	125.00	Foreman	Water. Dept.	110.00
		Foreman (3)	Bd. of Park Comm.	145.00
Storekeeper				
	90.00	Storekeeper	Pub. Wks. (Storage of Supplies)...	90.00
	to	Storekeeper	Fire Dept.	120.00
	115.00			
Tree Surgeon				
	100.00			
	to			
	125.00	Tree Surgeon	Bd. of Park Comm.	110.00
III Senior Store Keeper				
	150.00			
	to			
	170.00	Supply Clerk	School Board	166.66
Director of Zoological Division ..				
	160.00			
	to			
	180.00	Animal Keeper	Bd. of Park Comm.	175.00

DOMESTIC AND INSTITUTIONAL SERVICE—CLASS K.

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I	Domestic	\$25.00 to 35.00	Laundress & Cleaner.....	Fire & Police Alarm System.....	\$15.00
			Servant (21)	Health Dept.	30.00
			Domestic (2)	Johnston Emergency Hospital.....	30.00
	with board, laundry and lodging		Domestic (2)	Johnston Emergency Hospital.....	25.00
II	Cook	45.00 to 55.00	Cook (3)	Health Dept.	55.00
	with board, laundry and lodging		Cook	Johnston Emergency Hospital.....	45.00
Hospital Attendant		50.00 to 60.00	Orderly	Johnston Emergency Hospital.....	65.00
			Hospital Helper (3)	Johnston Emergency Hospital.....	60.00
	with board, laundry and lodging		Hospital Helper (2)	Johnston Emergency Hospital.....	1.50 day
	to 65.00 with board and laundry				

Laundress	30.00	Laundress (5)	Health Department	40.00
to		Servant	Health Department	30.00
40.00		Laundress	Johnston Emergency Hospital.....	38.00
with board, Laundress		Johnston	Johnston Emergency Hospital.....	37.00
laundry and Laundress (2)		Johnston	Johnston Emergency Hospital.....	1.60 day
lodging				
35.00				
to				
45.00				
with				
meals alone				
Police Matron	50.00	Matron	Police Dept.	50.00
(Unclassified Civil Service)				
(With lodging quarters consisting of				
three rooms with light, heat and main-				
tenance)				
Seamstress	35.00	(Laundress)		
to		to Seamstress	Johnston Emergency Hospital.....	1.60 day
45.00				
with one meal				
per day				

ENGINEMAN SERVICE—CLASS L.

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I	Coal Passer and Helper.....	\$65.00 to 75.00	Assistant Fireman	Public Works (Bridges & Public Bldgs.)	\$65.00
			Coal Passer	Public Works (Power Plants)	65.00
			Helper (8)	Public Works (Power Plants)	65.00
			Yardman	Public Works (Power Plants)	65.00
			Coal Passer (4)	Public Works (Water)	75.00
			Cleaner (2)	Public Works (Water)	75.00
			Helper (5)	Public Works (Water)	75.00
	Fireman	75.00 to 85.00	Asst. Station Engr.	Health Dept.	80.00
			Fireman (4)	Public Museum	80.00
			Fireman	Public Museum	75.00
			Fireman (9)	Public Works (Bridges & Public Buildings)	75.00
			Asst. Fireman	Public Works (Bridges & Public Buildings)	65.00
			Fireman (7)	Public Works (Power Plants)	75.00
			Plant Fireman	Public Works (St. Con. & Rep.)	2.75 day
			Fireman (11)	Public Works (Water)	85.00
			Fireman (3)	Public Works (Water)	80.00
	Oiler	75.00 to 85.00	Oiler	Public Museum	80.00
			Oiler (3)	Public Works (Bridges & Public Buildings)	75.00

II Engineman and Machinist.....		95.00 to 105.00	Oiler (5) Oiler (12) Oiler (2)	Public Works (Power Plants)..... Public Works (Water)..... Public Works (Water).....	75.00 85.00 80.00
Machinist (5)				Public Works (Water).....	100.00
Engineman (Minor Station).....		\$95.00 to 105.00	Station Engineer Stationary Engr. Asst. Engr. (2)..... Operating Engr. (2)..... Operating Engr. (2)..... Operating Engr. (2)..... Operating Engr. (6)..... Substitute Engr. Substitute Engr. (2)..... Operating Engr.	Health Dept. Johnston Emergency Hospital..... Public Museum Public Works (Bridges and Public Buildings) Public Works (Inc. & Inc. Power Plant) Public Works (Power Plant)..... Public Works (Power Plant)..... Public Works (Power Plant)..... Water Dept.	105.00 100.00 109.17 100.00 105.00 105.00 83.33 110.00
Machinery Operator (Inclinator)		85.00 to 95.00	Machinery Operator (4).....	Public Works (Inc. & Inc. Power Plant)	80.00
Machinery Operator (Testing Station)		85.00 to 95.00	Gaugeman (2)	Sewerage Com.	75.00
Substitute Engineman		85.00 to 95.00	Substitute Engineer Substitute Engineer	Public Works (Bridges and Public Buildings) Water Dept.	83.33 90.00

ENGINEMAN SERVICE—CLASS L—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
III	Engineman (Asphalt Plant).....	115.00 to 125.00	Plant Engineer	Public Works (St. Con. & Rep.)...	5.40 day
	Engineman (Major Station).....	115.00 to 125.00	Operating Engr. (5).....	Public Works (Water).....	115.00
	Engineman in Charge (Minor Station)	115.00 to 125.00	Engr. in Charge.....	Public Works (Inc. & Inc. Power Plant)	120.00
			Engr. in Charge (3).....	Public Works (Power Plant).....	125.00
			Engr. in Charge.....	Water Dept.	130.00
	Engineman (Steam Roller).....	115.00 to 125.00	Roller Engineer (2).....	Public Works	5.80 day
IV	Engineman in Charge (City Hall Building)	125.00 to 140.00	Engineer in Charge.....	Public Works (Bridges & Public Buildings)	125.00
	Engineman in Charge (Museum Building)	135.00 to 150.00	Chief Engineer	Public Museum	155.00

Engineman in Charge (Major Station)	135.00			
to				
150.00	Engineer in Charge.....	Public Works	150.00	
Superintendent of Incinerator....	135.00			
to				
150.00	Supt. of Inc.....	Public Works (Inc. & Inc. Power Plant)	125.00	
V Assistant Chief Engineman.....	160.00			
to				
180.00	Asst. Chief Engr.....	Public Works (Water).....	175.00	
VI Chief Engineman (Power Plants)	200.00			
to				
235.00	Chief Engineer of Power Plant....	Public Works (Genl. Admin.).....	225.00	

SKILLED LABOR SERVICE—CLASS M.

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I	Bindery Assistant	\$35.00	Sewer in Bindery (3)	Public Library	\$.22½ hr.
		to 50.00	Bindery Assistant	Public Library	.17½ hr.
	Blacksmith's Helper	70.00	Helper	Pub. Wks.—St. Con. & Rep.	70.00
		to 75.00	Helper	Public Works—Water	75.25
	Caulker's Helper	70.00	Helper (6)	Public Works—Water	75.25
		to 75.00	Helper (6)	Public Works—Water	75.25
	Craneman	70.00	Craneman (3)	Public Works—Inc. & Inc. Pwr. Plt.	75.00
		to 85.00	Craneman (3)	Public Works—Inc. & Inc. Pwr. Plt.	75.00
	Electrical Mechanic's Helper.....	70.00	Helper (2)	Public Works—Illumination	75.00
		to 75.00	Helper (2)	Public Works—Illumination	75.00
	Elevator Operator	65.00	Elevator Operator	Museum	70.00
		to 75.00	Elevator Operator	Public Library	70.00
		75.00	Elevator Operators (4).....	Public Works (Bridges and Pub. Bldgs.)	75.00
			Elevator Operators (4).....	Public Works (Bridges and Pub. Bldgs.)	75.00

Furnaceman	70.00 to 85.00	Furnaceman (27)	Public Works—Inc. & Inc. Pwr. Plt.	80.00
Gateman	65.00 to 75.00	Gateman	Public Works—Power Plants.....	65.00
Incinerator Helper	65.00 to 75.00	Inc. Helper (38)	Public Works—Inc. & Inc. Pwr. Plt.	65.00
Meter Repair Helper.....	70.00 to 75.00	Meter Repair Helper (8)	Public Works—Water	75.00
Photographer's Helper	45.00 to 60.00	Asst. to Photographer.....	Public Museum	10.00week
Steamfitter's Helper	65.00 to 75.00	Steamfitter Helper	School Board	3.68 day
		Steamfitter Helper (4)	School Board	2.50 day
		Helper	School Board	2.50 day
Tapper's Helper	70.00 to 75.00	Assistant Tapper (3)	Public Works—Water	75.00
Teamster	65.00 to 75.00	Teamster (6)	Bd. of Park Comm.....	10.80week
		to Laborer	Dept. Pub. Wks.—Bridges and Pub. Bldgs.	2.40 day
II Automobile Repairman	75.00 to 90.00	Car Washer (2)	Dept. Public Works—Bridges and Bldgs.	70.00
		Auto Repairman	School Board	90.00

SKILLED LABOR SERVICE—CLASS M—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
II	Barnman and Repairman.....	70.00 to 85.00	Barnman	Fire and Police.....	80.00
	Blacksmith		Blacksmith (2)	Fire Dept.	102.50
	The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.41 per hour or \$3.28 per day.		Blacksmith	Public Works (Sewer).....	.41 hr.
			Blacksmith	Public Works (St. Con. & Rep.)....	90.00
			Blacksmith	Water Department	90.00
	Boatman	70.00 to 85.00	Boatman	Dept. Public Works.....	75.00
	Book Binder	70.00 to 85.00	Asst. in Bindery.....	Dept. Public Library.....	.35 hr.
	Bridgetender	70.00 to 85.00	Bridgetenders (8)	Dept. Public Works (Bridges and Pub. Bldgs.)	85.00
			Bridgetenders (13)	Dept. Public Works (Bridges and Pub. Bldgs.)	80.00
			Bridgetenders (20)	Dept. Public Works (Bridges and Pub. Bldgs.)	75.00
			Bridgetenders (47)	Dept. Public Works (Bridges and Pub. Bldgs.)	70.00

Cabinet-Maker	Cabinet-Maker (7)	School Board	4.00 day
The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.50 per hour or \$4.00 per day.			
Carpenter	Wagon Maker (2)	Fire Dept.	102.50
The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.50 per hour or \$4.00 per day.			
Carpenter	Carpenter	Fire and Police Dept.	4.40 day
Carpenter	Harness Maker	Fire Dept.	102.50
Carpenter	Carpenter (3)	Pub. Wks.—Bridges & Pub. Bldgs.	4.40 day
Carpenter	Carpenter	Pub. Wks.—Sewer	.50 hr
Carpenter	Carpenter (6)	School Board	4.00 day
Carpenter	Carpenter	Water Dept.	90.00
Carpenter	Laborer	Public Museum	75.00
Caulker	80.00 to 85.00	Public Works—Water	85.00
Caulker	Caulker (3)	Common Council	80.00
Caulker	Chauffeur	Health Department	85.00
Caulker	Sanitary Inspector	Health Department	80.00
Caulker	Chauffeur	Public Library	85.00
Caulker	Chauffeur (4)	Public Works (Bridges and Public Bldgs.)	90.00
Caulker	Chauffeur	St. Construction	95.00
Caulker	Truck Driver (3)	School Board	85.00
Caulker	Chauffeur	Sewerage Comm.	75.00
Chief Elevator Operator	80.00 to 90.00	Public Works	85.00
Chief Elevator Operator	Chief Elevator Operator	Public Works	85.00

SKILLED LABOR SERVICE—CLASS M—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
II	Electrical Mechanic	95.00	El. Repairer (10)	Fire and Police Alarm System	105.00
		to	Lineman (2)	Fire and Police Alarm System	3.20 day
		105.00	Engineer	Public Works—Illumination	100.00
			Bridge Electrician	Public Works—Bridges and Public Bldgs.	100.00
			Assistant Electrician (2)	Dept. Pub. Works—Bridges and Pub. Bldgs.	100.00
	Fire Alarm Operator & Testman. (Unclassified Civil Service)	90.00 to 100.00	Operator	Fire Alarm Teleg.	95.00
			Operator (6)	Fire Alarm Teleg.	90.00
	Harnessmaker	90.00 to 102.50	Harness Maker	Fire Dept.	102.50
	Hose Repairer	90.00 to 102.50	Hose Repairer	Fire Dept.	102.50
	Machinist	95.00 to 105.00	Machinist (2)	Fire Dept.	120.00
			Machinist	Pub. Wks.—Water	90.00
			Machinist	Pub. Wks.—Bridges & Pub. Bldgs.	100.00
	Mason		Mason	Pub. Wks.—Sewers	.674 hr.

The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.675 per hour, or \$5.40 per day.

Meter Repairman	80.00 to 90.00	Meter Repairer (13)	Pub. Wks.—Water	85.00
Millwright		Millwright	School Board	3.20 day
The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.50 per hour, or \$4.00 per day.		Millwright (6)	School Board	4.00 day
Painter		Painter (2)	Fire Dept.	102.50
The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.55 per hour, or \$4.40 per day.		Painter (2)	Fire & Police Alarm System.....	4.40 day
		Painter	Johnston Emergency Hospital.....	4.40 day
		Finisher	Public Works—Bridges and Public Buildings	85.00
		Painter (2)	Public Works—Bridges and Public Buildings	4.40 day
		Painter	Public Works—Water	90.00
		Painter (11)	School Board	4.00 day
Photographer	80.00 to 95.00	Photographer	Public Museum	85.00
Plumber		Plumber	School Board	4.00 day
The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.80 an hour, or \$4.80 per day.				

SKILLED LABOR SERVICE—CLASS M—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
II	Shade-Fitter	Shademan	Shademan	School Board	3.60 day
	The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.45 an hour, or \$3.60 per day.				
	Sheet Metal Worker	Blacksmith Helper	Blacksmith Helper	Fire Dept.	102.50
	The per diem compensation for work performed shall be the prevailing rates which appear to be \$0.55 per hour, or \$4.40 per day.	Tinsmith (2)	Tinsmith (2)	School Board	4.00 day
	Sign Painter	Sign Painter (2)	Sign Painter (2)	School Board	4.00 day
	The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.50 an hour or \$4.00 per day.				
	Squeegee Operator	75.00 to 90.00 inclusive,	Mechanician (2)	Public Works (St. Sanitation)	3.60 day
	Or, the per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.45 an hour, or \$3.60 per day.		Mechanician	Public Works (St. Sanitation)	.45 hr.

Steamfitter	Pipe Repairman	Public Works (Bridges and Public Bldgs.)	5.00 day
The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.60 an hour, or \$4.80 per day.	Rep. of Heat R App.....	School Board	4.75 day
	Steamfitter (3)	School Board	4.75 day
Structural Iron Worker.....	Iron Worker (3).....	Pub. Wks.—Bridges & Pub. Bldgs.	5.20 day
The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.65 per hour, or \$5.20 per day.			
Tapper	80.00 to 95.00	Tapper (3)	Pub. Wks.—Water
(Automobile expense and maintenance to be paid by the city)			110.00
III Asphalt Plant Foreman.....	90.00 to 105.00	Plant Foreman	Pub. Wks. (St. Con. & Rep.).....
			2.75 day
Blacksmith Foreman	110.00 to 125.00	Foreman, Blacksmith	Fire Dept.
			125.00
Carpenter Foreman	110.00 to 125.00	Carpenter	Pub. Wks.—Bridges & Pub. Bldgs.
		Member	Fire Dept.
			4.40 day
			130.00

SKILLED LABOR SERVICE-CLASS M-Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
III	Chief Book Binder.....	90.00 to 105.00	Head Bindery	Public Library	50 hr.
	Chief Fire Alarm Operator and Test Man	105.00 to 120.00	Chief Operator	Fire Alarm Teleg.....	110.00
	Chief Caulker	90.00 to 105.00	Chief Caulker	Pub. Wks.—Water	95.00
	Chief Electrical Mechanic.....	110.00 to 125.00	Chief El. Rep..... Chief Electrician	Fire & Police Alarm System..... Pub. Wks.—Bridges & Pub. Bldgs.	125.00 110.00
	District Sewer Foreman.....	100.00 to 115.00	Asst. Supt. (3).....	Pub. Wks.—Sewers	105.00
	Foreman, Meter Repair Shop.....	110.00 to 125.00	Foreman	Pub. Wks.—Water	100.00
	Machinist Foreman	110.00 to 125.00	Machinist	Fire Dept.	120.00
	(Unclassified Civil Service)				

Painter Foreman	110.00				
to					
125.00 Painter Foreman			School Board		141.06
Paving Repair Shop Foreman....	105.00				
to					
120.00 Repair Shop Foreman.....			Pub. Wks. (St. Rep. & Con.).....		110.00
Sheet Metal Workmen Foreman..	110.00				
to					
125.00 Foreman Tinsmith Shop.....			School Board		110.00
Street Repair Foreman.....	100.00				
to			Pub. Wks. (St. Con. & Rep.).....		100.00
115.00 Asphalt Repair Foreman.....			Pub. Wks. (St. Con. & Rep.).....		100.00
			Bl. Pav. Rep. Foreman (3).....		100.00
			Mac. Repair Foreman (4).....		100.00
IV Assistant Superintendent Fire &					
Police Alarm System.....	130.00		Asst. Supt.	Fire & Police Alarm System.....	150.00
(Unclassified Civil Service)	to				
	160.00				
Chief Electrician of Street Light-					
ing	130.00		Electrician	Pub. Wks. (Illumination).....	125.00
	to				
	160.00				
General Foreman, Furniture Con-					
struction and Repair.....	130.00		Foreman of Repairs.....	School Board	106.00
	to				
	160.00				
General Foreman, School Plumb-					
ing and Ventilation.....	130.00		Engr. & Chief Janitor.....	School Board	150.00
	to				
	160.00				

SKILLED LABOR SERVICE—CLASS M—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
IV	Superintendent of Machinery and Apparatus	150.00	Supt. Mach. & App.	Fire Dept.	183.33
	(Unclassified Civil Service)	to 180.00			
V	Superintendent of Fire and Police Alarm System	210.00	Superintendent	Fire & Police Alarm System	150.00
	(Unclassified Civil Service)	to 250.00			plus 100.00 pension
	Supervisor of School Buildings..	180.00			
	to 210.00				
	(Automobile expense and maintenance to be paid by the School Board)		Building Inspector	School Board	208.33

LABOR SERVICE—CLASS N.

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
1	Laborer—Trench Laborer 30c per hour or \$2.40 per day for Street, Park and General Laborers.		Laborer	Fire and Police Alarm System.....	\$2.40 day
			Laborer	Bd. of Park Comm.....	2.88 day
			Laborer (11)	Bd. of Park Comm.....	2.56 day
	33c per hour or \$2.64 per day for Trench Laborers.		Laborer (62)	Bd. of Park Comm.....	2.40 day
			Laborer (7)	Bd. of Park Comm.....	2.64 day
			Laborer (2)	Bd. of Park Comm.....	2.80 day
			Laborer (4)	Bd. of Park Comm.....	2.96 day
			Laborer (3)	Bd. of Park Comm.....	2.48 day
			Laborer	Bd. of Park Comm.....	2.72 day
			Laborer (4)	Bd. of Park Comm—Section 3.....	2.40 day
	Bridge Sweepers		Laborer (2)	Bd. of Park Comm—Section 3.....	2.56 day
			Bridge Sweepers	Dept. Public Works—(Bridges and Public Buildings)	65.00
			Laborer (3)	Dept. Public Works—(Bridges and Public Buildings)	2.40 day
			Car Washer	Dept. Public Works—(Bridges and Public Buildings)	2.50 day
			Laborers (4)	Dept. Public Works (Power Plants)	.30 hr.
			Laborers (38)	Dept. Public Works (Sewer).....	.30 hr.
			Laborers (75)	Dept. Public Works (St. Con. and Repair)	2.40 day
			Laborers (638) (7)	Public Works (St. San.).....	.30 hr.

LABOR SERVICE—CLASS N—Continued

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
			Laborers (4) (2)	Public Works (St. San.)	2.50 day
			Laborers (2)	Public Works—Water	.30 hr.
			Laborers (7) (2)	Public Works—Water	.30 hr.
			Laborers (6)	Public Works—Water	2.50 day
			Laborers (9) (2)	Public Works—Water	.30 hr.
			Helper (2)	Public Works—Water	70.00
	30c per hour or \$2.40 per day for Street, Park and General Laborers,		Laborers (8)	Water Dept.	.30 hr.
	33c per hour or \$2.64 per day for Trench Laborers.		Laborers (12)	Sewerage Comm.	60.00
			Laborers (3)	Public Works (St. Sanitation)	2.50 day
Gang Foreman	35c per hour or \$2.80 per day.		Foreman (11)	Public Works (Sewer)	.33 hr.

OFFICIAL SERVICE—CLASS O.

UNCLASSIFIED CIVIL SERVICE

No specific recommendations are made here as to the proper salary for the city officials, with the exception of the following: The charter requirement that the Commissioner of Public Works furnish and maintain an automobile at his own expense has the effect of reducing the compensation at present provided for this executive office. The present salary of \$5,000.00 should be increased by an amount (estimated at \$1,200.00 per year) which will be sufficient to cover a fair depreciation charge and the cost of maintaining and operating the automobile now furnished by the Commissioner of Public Works, pending the repeal of this provision of the charter.

LEGAL SERVICE—CLASS P. UNCLASSIFIED CIVIL SERVICE

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I	Assistant City Attorney..... (Unclassified Civil Service)	\$150.00 to 200.00	Asst. City Atty..... Asst. City Atty..... Asst. City Atty.....	City Attorney..... City Attorney..... City Attorney.....	\$183.33 175.00 166.66
II	Assistant City Attorney (Finance) (Unclassified Civil Service)	250.00 to 300.00	Asst. City Atty.....	City Attorney.....	283.33
	Assistant City Attorney (Special Assessments and Condemnations)..... (Unclassified Civil Service)	250.00 to 300.00	Asst. City Atty.....	City Attorney.....	266.66
III	First Assistant City Attorney.... (Unclassified Civil Service)	300.00 and above	First Assistant City Attorney....	City Attorney.....	300.00

FIRE SERVICE—CLASS Q. **UNCLASSIFIED CIVIL SERVICE**

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I	Fire Prevention Inspector..... (Unclassified Civil Service)	\$102.50	Inspector (6)	Fire Dept.	\$102.50
	Pipeman, Truckman and Driver.. (Unclassified Civil Service)	80.00 to 102.50	Pipemen, Truckmen and Drivers (345 employees)	Fire Dept.	80.00 to 102.50
	Lieutenant	120.00	Lieutenant (46 employees).....	Fire Dept.	120.00
II	Captain	130.00	Captain— (41 Captains)	Fire Dept.	130.00
III	Captain (Fire Prevention)..... (Unclassified Civil Service)	130.00	Captain	Fire Dept.	130.00
	Assistant Chief (Fire-Fighting).. (Unclassified Civil Service)	183.33	Asst. Chief Engr. (6 employees)..	Fire Dept.	183.33
IV	First Assistant Chief (Fire-Fighting)	225.00	1st Asst. Chief Engineer.....	Fire Dept.	225.00
V	Chief (Fire Department)..... (Unclassified Civil Service)	333.33	Chief Engineer	Fire Dept.	333.33

FIRE ENGINEMAN SERVICE—CLASS R.

UNCLASSIFIED CIVIL SERVICE

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary
I	Marine Fireman (Fire)..... (Unclassified Civil Service)	\$95.00 to 105.00	Fireman (10 Firemen).....	Fire Department	\$105.00
	Asst. Marine Engineman (Fire).. (Unclassified Civil Service)	95.00 to 105.00	Asst. Engineers (27 Firemen)....	Fire Department	105.00
II	Engineman (Fire)	120.00	Engineers (27 Engineers).....	Fire Department	120.00
	Marine Engineman (Fire)..... (Unclassified Civil Service)	120.00	Engineers (9 Marine Engrs.).....	Fire Department	120.00
	Pilot (Fire)	120.00	Pilots (9 Pilots).....	Fire Department	120.00

POLICE SERVICE—CLASS S.

Grade	Proposed Title of Existing Position	Suggested Salary Range	Present Title of Position	Departmental Location	Present Monthly Salary.
I	Park Policeman	\$80.00	Park Police (21)	Bd. of Park Comm.	\$85.00
		to	Park Police (4)	Bd. of Park Comm.	80.00
		95.00	Park Police (2)	Bd. of Park Comm.	85.00
			Park Police (2)	Bd. of Park Comm.	90.00
	Patrolman	80.00	Patrolmen (338 Patrolmen)	Police Dept.	102.50
	(Unclassified Civil Service)	to	Patrolmen (107 Patrolmen)	Police Dept.	95.00
		102.50	Patrolmen (61 Patrolmen)	Police Dept.	80.00
II	Detective	138.33	Detective (28 Detectives)	Police Dept.	138.33
	(Unclassified Civil Service)				
	Detective (City Attorney)	138.33	Detective	City Attorney	138.33
	(Unclassified Civil Service)				
	Sergeant	120.00	Sergeants (28 Sergeants)	Police Dept.	120.00
	(Unclassified Civil Service)				
	Captain (Park Police)	150.00	Captain	Bd. of Park Comm.	150.00
	Captain of Detectives	191.68	Captain	Police Dept.	191.68
	(Unclassified Civil Service)				

Lieutenant of Police.....		159.33		
(Unclassified Civil Service)			Lieutenants (6 Lieutenants).....	Police Dept. 159.33
IV	Inspector of Police.....	225.00		
	(Unclassified Civil Service)		Inspector	Police Dept. 225.00
V	Chief of Police.....	333.33		
	(Unclassified Civil Service)		Chief	Police Dept. 333.33

Schedule "A"

Standard Specifications for Personal Service in the Milwaukee City Government

CLERICAL SERVICE—CLASS A

The Clerical Service shall include those offices and positions in the city service, the principal duties of whose incumbents are to perform clerical work or service in connection with routine or administrative office work or management and related non-professional duties not covered in any other service definition.

GRADE I.—CLERICAL SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

MESSENGER

PAGE

Title of Position:

MESSENGER

Classification: Clerical Service—Grade I.

Definition of Duties:

The duties of MESSENGER, which require some skill and accuracy but not much practical experience, are to perform, under supervision, the simplest kinds of office routine, such as simple filing, mimeographing, copying simple records, delivering messages and to perform such other work as may be assigned.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$25.00 to \$40.00, inclusive.

Suggested Salary Rates: \$25.00, \$30.00, \$35.00, \$37.50, \$40.00.

Title of Position:

PAGE

Classification: Clerical Service—Grade I.

Definition of Duties:

The duties of PAGE, which require some skill and accuracy but not necessarily training or experience in library work, are to perform, under supervision, the simplest kind of library routine, such as shelving books, assorting and packing books, charging and checking off books; writing, assorting and filing cards; answering telephone calls, and to perform such other library page work as may be assigned.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$25.00 to \$40.00, inclusive.

Suggested Salary Rates: \$25.00, \$30.00, \$35.00, \$37.50, \$40.00.

GRADE II.—CLERICAL SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

JUNIOR CLERK

JUNIOR CLERK-STENOGRAPHER

JUNIOR CLERK TYPIST

TELEPHONE OPERATOR

Title of Position:

JUNIOR CLERK

Classification: Clerical Service—Grade II.

Definition of Duties:

The duties of JUNIOR CLERK are to perform, under supervision, prescribed routine clerical work, which involves some responsibility and some previous experience.

Examples:

Indexing and filing correspondence, reports, etc.

Operating office appliances, such as mimeograph machine, tabulating machine, etc.

Preparing papers for and acting as monitor in examinations.

Notifying water consumers when water is to be turned on or off.

Keeping card indexes and simple office records.

Waiting upon the public at the counter.

Answering telephone.

Assisting in verifying and checking payrolls.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$45.00 to \$60.00, inclusive.

Suggested Salary Rates: \$45.00, \$50.00, \$55.00, \$57.50, \$60.00.

Title of Position:

JUNIOR CLERK-STENOGRAPHER

Classification: Clerical Service—Grade II.

Definition of Duties:

The duties of JUNIOR CLERK-STENOGRAPHER are to record simple dictation by shorthand or by any other abbreviated process; to transcribe such record on a typewriter; to handle routine office work and to perform incidental typewriting or clerical work as assigned.

Examples:

- Taking and transcribing routine correspondence.
- Filing and indexing records, correspondence, reports.
- Answering telephone calls.
- Cutting stencils and making mimeographed copies.
- Keeping employes' records and entering civil service changes.
- Performing other incidental clerical work as assigned.

Qualifications:

1. Training in shorthand and in typewriting or in stenotyping.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$45.00 to \$60.00, inclusive.

Suggested Salary Rates: \$45.00, \$50.00, \$55.00, \$57.50, \$60.00.

Title of Position:

JUNIOR CLERK TYPIST

Classification: Clerical Service—Grade II.

Definition of Duties:

The duties of JUNIOR CLERK TYPIST, which do not necessarily require a knowledge of stenography, are to operate an ordinary or special typewriter and to perform incidental routine clerical work.

Examples:

- Copying information on purchase orders or other prepared forms.
- Typing, recording and making certified copies of birth, marriage and death certificates.
- Filing and having custody of correspondence or other papers.
- Typing quotations, reports and other copy.
- Performing simple incidental clerical work as assigned.

Qualifications:

1. Ability to operate an ordinary or special typewriting machine.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$45.00 to \$60.00, inclusive.

Suggested Salary Rates: \$45.00, \$50.00, \$55.00, \$57.50, \$60.00.

Title of Position:

TELEPHONE OPERATOR

Classification: Clerical Service—Grade II.

Definition of Duties:

The duties of TELEPHONE OPERATOR are to operate telephone switchboards, other than cordless boards which may be operated by Messengers or Junior Clerks, to keep records of telephone calls and other matters, and to perform other incidental routine clerical work as assigned.

Qualifications:

1. At least one year's experience in operating a telephone switchboard.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$45.00 to \$60.00, inclusive.

Suggested Salary Rates: \$45.00, \$50.00, \$55.00, \$57.50, \$60.00.

GRADE III.—CLERICAL SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ASSISTANT COURT CLERK
BILLING MACHINE OPERATOR AND CLERK
CLERK
CLERK (MUSEUM)
CLERK-BOOKKEEPER
CLERK-STENOGRAPHER

CLERK-STENOGRAPHER (MUSEUM)
CLERK-STENOGRAPHER (SMOKE SUPPRESSION)
COST CLERK
DIVISION CLERK (STREET SANITATION)
EXAMINER AND STATISTICAL CLERK
HIGH SCHOOL CLERK
LAW CLERK STENOGRAPHER
POLICE ALARM OPERATOR

Title of Position:

ASSISTANT COURT CLERK
(Unclassified Civil Service)

Classification: Clerical Service—Grade III.

Definition of Duties:

The duties of ASSISTANT COURT CLERK, which require some knowledge of legal procedure and documents, are to post and revise court dockets, to assist the Clerk of the Municipal Court in drawing up of complaints, warrants and other processes of Court; to keep court records and to perform other incidental clerical work as assigned.

Examples:

Preparation of court calendar.
Drawing of warrants and other processes.
Issuance of commitments.
Docketing and indexing of cases.
Issuance of certificates.

Qualifications:

1. Familiarity with city ordinances and criminal law.
2. Knowledge of legal procedure and experience in clerical work in a law office.
3. Such additional qualifications as may be prescribed by the Appointing Officer.

Suggested Range of Compensation: \$75.00 to \$90.00, inclusive.

Suggested Salary Rates: \$75.00, \$80.00, \$85.00, \$87.50, \$90.00.

Title of Position:

BILLING MACHINE OPERATOR AND CLERK

Classification: Clerical Service—Grade III.

Definition of Duties:

The duties of the BILLING MACHINE OPERATOR AND CLERK are to copy real estate descriptions into different books of record by

the use of a billing machine, to enter real estate valuations and personal property assessments, to write up income tax rolls and to assist in the preparation of the tax roll and to perform such other related clerical work as required by the Tax Commissioner or the City Treasurer.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least two years' experience in the position of Junior Clerk Typist in Grade II or in work of equivalent standard and character.
3. Familiarity with real estate descriptions and tax procedure.
4. Ability to operate a billing machine.
5. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:

CLERK

Classification: Clerical Service—Grade III.

Definition of Duties:

The duties of CLERK are to perform, under supervision, prescribed clerical work not involving the exercise of independent judgment, but requiring some skill, previous experience and familiarity with special office procedure.

Examples:

- Preparing, compiling and entering routine office information.
- Issuing permits and licenses.
- Checking, copying and registering reports of work done to be assessed to property owners.
- Entering requisitions and purchase orders on card records.
- Posting and filing daily time reports.
- Keeping card record of new buildings and of the sale of real estate.
- Writing notices and permits on prepared forms.
- Noting on card records additions made to water distribution system.
- Preparing trip sheets for defective meter removals and keeping record of meter repairs.
- Keeping record of fire losses, insurance, etc.
- Receiving and recording meter reading notices, meter repair orders, etc.

Performing incidental clerical work as assigned.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least two year's experience in positions of the grade equivalent to those in Grade II.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$65.00 to \$80.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$75.00, \$77.50, \$80.00.

Title of Position:

CLERK (MUSEUM)

Classification: Clerical Service—Grade III.

Definition of Duties:

The duties of the CLERK (MUSEUM) are to perform clerical work of the nature and character of that prescribed for "Clerk" of this grade, and in addition, to perform specialized work, such as, printing and proof-reading labels for specimens, printing letter-heads, envelopes and posters for lectures, making record of books received for Museum Library and doing other incidental clerical and typewriting work as assigned.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. Ability to print labels and posters and ability to use typewriter.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:

CLERK-BOOKKEEPER

Classification: Clerical Service—Grade III.

Definition of Duties:

The duties of CLERK-BOOKKEEPER, which require a practical knowledge of double-entry bookkeeping, are to make simple postings of accounting information into permanent journals or records, to balance or adjust accounts, to prepare statements or bills, to prepare statistical or financial reports, and to perform incidental clerical work prescribed for the position of "Clerk" of this grade.

Examples:

Entering charges against departmental appropriation accounts.
Making entry of warrants issued for vouchers and payrolls.
Preparing statistical and financial reports and statements of accounts.
Posting charges to cost records, posting detail and fund ledgers.
Compiling figures for the annual budget.
Reconciling daily department receipts and disbursements of the City Treasurer with the departmental reports.
Keeping contract ledger.
Journalizing miscellaneous accounts.
Computing and charging supplies against various schools.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. Knowledge of double-entry bookkeeping and at least two years' practical experience in bookkeeping and other clerical work of equivalent character and standard.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications.

Suggested Range of Compensation: \$65.00 to \$80.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$75.00, \$77.50, \$80.00.

Title of Position:**CLERK-STENOGRAPHER**

Classification: Clerical Service—Grade III.

Definition of Duties:

The duties of CLERK-STENOGRAPHER, which require experience in difficult dictation and typewriting work and some knowledge of departmental methods, are to take and transcribe difficult matter with accuracy and skill on a typewriter; to handle prescribed office work in connection therewith; to answer independently minor correspondence and to perform incidental clerical work as assigned.

Examples:

Taking and transcribing difficult statements, notices, reports and correspondence.

Typewriting requisitions, orders, contracts and schedules for bills.

Making computations, figuring total and unit costs.

Checking discounts on bills.

Routing calls for inspectors.

Issuing receipts for fees.

Performing other clerical work as assigned.

Qualifications:

1. The minimum qualifications prescribed for Junior Clerk-Stenographer in Grade II.

2. At least two years' experience in shorthand and in typewriting.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Junior Clerk-Stenographers in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$65.00 to \$80.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$75.00, \$77.50, \$80.00.

Title of Position:

CLERK-STENOGRAPHER (MUSEUM)

Classification: Clerical Service—Grade III.

Definition of Duties:

The duties of CLERK-STENOGRAPHER (MUSEUM) are to perform clerical and stenographic work of the character and standard prescribed for the position of "Clerk-Stenographer" of this grade, and to perform such specialized Museum work as coloring slides, transparencies and prints, binding lantern slides used in lecture work and assembling and delivering slides for lectures and other related incidental clerical work as assigned.

Qualifications:

1. Qualifications similar to those prescribed for Clerk-Stenographer in Grade III.

2. Ability to color slides and prints and to perform other incidental museum clerical work.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Junior Clerk-Stenographers in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$65.00 to \$80.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$75.00, \$77.50, \$80.00.

Title of Position:

CLERK-STENOGRAPHER (SMOKE SUPPRESSION)

Classification: Clerical Service—Grade III.

Definition of Duties:

The duties of the CLERK-STENOGRAPHER (SMOKE SUPPRESSION) are to perform clerical and stenographic work of the nature and character of that prescribed for "Clerk-Stenographer" of this grade and to perform such specialized work in connection with Smoke Suppression, as developing and printing of photographic plates, ruling of smoke charts, the taking of observations and photographs of smoke-stacks and the investigation of complaints.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. Ability as photographer.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Junior Clerk-Stenographers in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:

COST CLERK

Classification: Clerical Service—Grade III.

Definition of Duties:

The duties of COST CLERK, which involve knowledge of double-entry bookkeeping and cost accounting, are to make computations, to enter and check time and other reports, to figure total and unit costs, to post results of such analysis to the cost ledgers, and to perform related clerical and bookkeeping work of equivalent character and standard as that prescribed for the position of "Clerk" of this grade.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.

2. Knowledge of cost accounting and bookkeeping, and at least two years' experience in such work or in work of similar character and standard.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:

DIVISION CLERK (STREET SANITATION)

Classification: Clerical Service—Grade III.

Definition of Duties:

The duties of DIVISION CLERK (STREET SANITATION) are to perform clerical work of the character of that prescribed for the position of "Clerk" of this grade, and to be responsible under the Division Superintendent for the clerical work in the division office of the Bureau of Street Sanitation.

Examples:

- Extending time and compensation on labor sheets.
- Recording time of laborers and teamsters.
- Preparing daily, weekly and monthly statements.
- Receiving, distributing and following up complaints.
- Keeping a record of work done.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Junior Clerks in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$60.00 to \$75.00, inclusive.

Suggested Salary Rates: \$60.00, \$65.00, \$70.00, \$72.50, \$75.00.

Title of Position:

EXAMINER AND STATISTICAL CLERK

Classification: Clerical Service—Grade III.

Definition of Duties:

The duties of an EXAMINER AND STATISTICAL CLERK are to perform clerical and stenographic work of the standard and character of that prescribed for "Clerk-Stenographer" of this grade and in addition to prepare statistical reports of city service changes, to assist in civil service examination routine such as the preparation and rating of examinations for positions in the lower grades, assisting at examinations, preparing final rating sheets and making the entries in final rating book, to collect, index and file documents, correspondence and examination papers, to typewrite civil service duties and examination standards and advertisements and to perform other incidental clerical and stenographic work as assigned.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. Knowledge and experience in civil service procedure, of general city service departmental conditions and of statistical methods and practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grades II and III having the necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$95.00, inclusive.

Suggested Salary Rates: \$80.00, \$85.00, \$90.00, \$92.50, \$95.00.

Title of Position:**HIGH SCHOOL CLERK**

Classification: Clerical Service—Grade III.

Definition of Duties:

The duties of HIGH SCHOOL CLERK, which require some knowledge of special office procedure and familiarity with general high school administrative practice, are to perform clerical, stenographic and bookkeeping work in the office of the high school principal, to handle daily attendance record, to investigate absences and tardinesses of pupils, to supervise monitors, to prepare periodical reports, to file office records and perform other incidental bookkeeping, typewriting and clerical work of the standard and character as that prescribed for "Clerks" of this grade.

Qualifications:

1. Education equivalent to high school graduate.
2. At least one year's training in bookkeeping and two years' experience in stenography and typewriting.

3. Certificate from former school principal, covering scholarship, initiative, character, executive ability and tact in dealing with pupils and teachers.

4. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$65.00 to \$80.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$72.50, \$75.00, \$77.50, \$80.00.

Title of Position:

LAW CLERK STENOGRAPHER

Classification: Clerical Service—Grade III.

Definition of Duties:

The duties of LAW CLERK STENOGRAPHER are to perform stenographic and clerical work of the standard and character prescribed for "Clerk-Stenographer" of this grade, but which require some knowledge of legal procedure.

Examples:

Taking and transcribing the opinions of the City Attorney.

Preparing briefs for the Supreme Court.

Taking verbatim statements of witnesses.

Indexing and filing office correspondence, papers and documents.

Keeping card records of opinions.

Performing other incidental clerical and stenographic work as assigned.

Qualifications:

1. The minimum qualifications prescribed for Junior Clerk Typists and Junior Clerk-Stenographers in Grade II.

2. Knowledge of typewriting and shorthand or stenotyping, and at least two years' experience in such work.

3. Some knowledge of legal procedure and experience in clerical work in a law office.

4. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:

POLICE ALARM OPERATOR
(Unclassified Civil Service)

Classification: Clerical Service—Grade III.

Definition of Duties:

The duties of POLICE ALARM OPERATOR are to operate police alarm switchboards, to keep records of the reports of patrolmen, sergeants and detectives, and of the movements of patrol-wagons, and ambulances, to transmit all reports of trouble, to take descriptions of persons wanted, property stolen, etc., and to perform other incidental clerical work as required.

Qualifications:

1. The minimum qualifications provided for Switchboard Operator in Grade II.

2. Knowledge of police regulations and work in Police Department.

3. Such additional qualifications as may be prescribed by the sergeants and detectives, and of the movements of patrol-wagons and Board of Fire and Police Commissioners.

Suggested Range of Compensation: \$80.00 to \$95.00, inclusive.

Suggested Salary Rates: \$80.00, \$85.00, \$90.00, \$92.50, \$95.00.

GRADE IV.—CLERICAL SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

CHIEF POLICE ALARM OPERATOR

DEPUTY REGISTRAR OF VITAL STATISTICS

SENIOR BOOKKEEPER

SENIOR CLERK

SENIOR CLERK (BUILDING AND ELEVATOR INSPECTION)

SENIOR CLERK (BUREAU OF ENGINEERS)

SENIOR CLERK BOOKKEEPER

SENIOR CLERK BOOKKEEPER (FIRE AND POLICE ALARM)

SENIOR CLERK STENOGRAPHER

SENIOR COST CLERK

SENIOR LAW CLERK STENOGRAPHER.

TELLER

Title of Position:

CHIEF POLICE ALARM OPERATOR

(Unclassified Civil Service)

Classification: Clerical Service—Grade IV.

Definition of Duties:

The duties of CHIEF POLICE ALARM OPERATOR, which involve fixed responsibility and supervisory ability, are to take charge and be responsible for the work of Police Alarm Operators, to keep office

records and to prepare reports on the work of the Police Alarm Operators, and to take the place of an operator during vacation or leave of absence.

Qualifications:

1. The minimum qualifications prescribed for Police Alarm Operators, Grade III.
2. At least three years' service in Grade III.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Police Alarm Operators having the necessary qualifications and experience.

Suggested Range of Compensation: \$100.00 to \$110.00, inclusive.

Suggested Salary Rates: \$100.00, \$105.00, \$110.00.

Title of Position:

DEPUTY REGISTRAR OF VITAL STATISTICS

Classification: Clerical Service—Grade IV.

Definition of Duties:

The duties of DEPUTY REGISTRAR OF VITAL STATISTICS, which require considerable knowledge of the departmental methods and conditions and experience in statistical methods and practice, are to be responsible for the work of registration of vital statistics, including the searching of records, issuing of permits and certified copies, the classification, coördination and summarizing of facts concerning vital statistics, and to perform such other incidental clerical and statistical work as required.

Qualifications:

1. Training and experience in statistical theory and practice.
2. Knowledge of state laws relative to vital statistics.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grades III and IV having the necessary qualifications and experience.

Suggested Range of Compensation: \$120.00 to \$140.00, inclusive.

Suggested Salary Rates: \$120.00, \$130.00, \$135.00, \$140.00.

Title of Position:

SENIOR BOOKKEEPER

Classification: Clerical Service—Grade IV.

Definition of Duties:

The duties of SENIOR BOOKKEEPER, which require training and much experience in accounting procedures in the city service and which may or may not include supervision of the work of one or more bookkeepers or clerks, are to prepare journal entries and to keep controlling accounts of subsidiary records, to audit purchase orders and to certify to departments as to sufficiency of funds, to audit vouchers for payment, to make postings to general fund and proprietary ledgers, to prepare balance sheets and financial statements, to analyze and reconcile simple accounts, to design incidental accounting records and forms, and to perform other simple accounting and bookkeeping work of related character and standard.

Examples:

Preparing journal entries, entering cash disbursements, posting to general ledger, and preparing trial balances and balance sheets.
Checking cash receipts against financial stationery.
Auditing purchase orders as to sufficiency of appropriations.
Auditing vouchers for payment.
Posting and balancing subsidiary ledgers of proprietary accounts.
Keeping pension fund accounts.
Codifying purchase orders, requisitions, service transfer vouchers and pay-rolls to conform with budget.
Designing simple accounting forms.

Qualifications:

1. The minimum qualifications prescribed for Clerk-Bookkeeper in Grade III.
2. At least two years' experience as Clerk-Bookkeeper, or experience of similar character or standard.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Clerk-Bookkeepers in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$100.00 to \$120.00, inclusive.

Suggested Salary Rates: \$100.00, \$110.00, \$115.00, \$120.00.

Title of Position:

SENIOR CLERK

Classification: Clerical Service—Grade IV.

Definition of Duties:

The duties of SENIOR CLERK, which may involve supervision of the clerical or stenographic force in a bureau or division, are to exercise continuing judgment and responsibility in difficult and technical independent clerical work, or in the supervision of other employees.

Examples:

Receiving, entering and filing and giving information on chattel mortgages, bills of sale, etc.

Spreading assessments for street improvements and services.

Preparing and certifying as to correctness of payrolls.

Making out city orders.

Receiving and meeting with council committees and the public.

Making clerical researches in connection with Division of Sanitation work.

Qualifications:

1. The minimum qualifications prescribed for positions of "Clerk" in Grade III.

2. At least two years' experience in the position of Clerk in Grade III or experience of similar character and standard.

3. Familiarity and experience in departmental methods and procedure.

4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III with the title of Clerk, Clerk-Stenographer, Clerk-Bookkeeper, and Meter Readers having the necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$100.00, \$105.00, \$110.00.

Title of Position:

SENIOR CLERK (BUILDING AND ELEVATOR INSPECTION)

Classification: Clerical Service—Grade IV.

Definition of Duties:

The duties of SENIOR CLERK (BUILDING AND ELEVATOR INSPECTION) are to perform work of the character and standard prescribed for Senior Clerk of this grade and which require, in addition, thorough knowledge and familiarity with the office procedure and conditions in the Building and Elevator Inspection Department.

Examples:

Meeting with electrical contractors and others in relation to any work which arises in the prosecution of the electrical inspections. Supervising Electrical Division work and the Building Department clerks and stenographers.

Collecting, arranging and filing of forms, books and reports used by the department and such other incidental clerical work as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. At least two years' experience in the position of Clerk, Grade III, or experience of similar character and standard.
3. Familiarity with the work of the Building and Elevator Inspection Department.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III with the title of Clerk, Clerk-Stenographer or Clerk-Bookkeeper, having the necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$100.00, \$105.00, \$110.00.

Title of Position:

SENIOR CLERK (BUREAU OF ENGINEERS)

Classification: Clerical Service—Grade IV.

Definition of Duties:

The duties of SENIOR CLERK (BUREAU OF ENGINEERS), which require thorough knowledge and familiarity with departmental methods and conditions, are to direct and be responsible, under the head of the unit of organization, for the clerical work of the Bureau of Engineers, and to perform specialized clerical and office work requiring much expertness and the exercise of continuing independent judgment.

Examples:

Supervising the clerical, stenographic and typewriting work in the Bureau of Engineers.

Keeping of books, accounts and records and issuing of requisitions. Drawing up communications, resolutions and ordinances and keeping Common Council records of proceedings pertaining to departmental matters.

Acting as recording secretary for the Board of Public Land Commissioners.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. Experience and knowledge of departmental office procedure and conditions.
3. Knowledge of stenography and typewriting.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in positions in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$100.00 to \$120.00, inclusive.

Suggested Salary Rates: \$100.00, \$110.00, \$115.00, \$120.00.

Title of Position:

SENIOR CLERK-BOOKKEEPER

Classification: Clerical Service—Grade IV.

Definition of Duties:

The duties of SENIOR CLERK-BOOKKEEPER are to perform work of the character and standard prescribed for "Senior Bookkeeper" of this grade and which require, in addition, training and much experience in handling of bookkeeping and financial records, and involving supervisory ability, to keep controlling records and accounts or to direct and be responsible for the clerical and bookkeeping work of a small group of office and bookkeeping employes and to perform other incidental clerical work as required.

Examples:

Keeping, controlling records and accounts.

Handling water accounts and computing water assessments.

Supervising bookkeeping and clerical work in one of the following units of organization:

- (a) Bureau of Bridges and Public Buildings.
- (b) Bureau of Street Sanitation.
- (c) Bureau of Sewers.

Qualifications:

1. The minimum qualifications prescribed for Clerk-Bookkeeper in Grade III.
2. At least two years' experience as Clerk-Bookkeepers or experience of equivalent character and standard.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Clerk-Bookkeepers in Grade III and Meter Readers having the necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$100.00, \$105.00, \$110.00.

Title of Position:

SENIOR CLERK-BOOKKEEPER (FIRE AND POLICE ALARM)
(Unclassified Civil Service)

Classification: Clerical Service—Grade IV.

Definition of Duties:

The duties of SENIOR CLERK-BOOKKEEPER (FIRE AND POLICE ALARM) are to perform work of the character and standard of that prescribed for "Senior Clerk-Bookkeeper" of this grade and to have charge and perform, under the supervision of the Superintendent and Assistant Superintendent, of the office work of the Fire and Police Alarm System, including keeping of records, checking of employees' payroll and time reports, handling of correspondence, preparation of the budget and, in the absence of the Superintendent and Assistant Superintendent, to be responsible for the conduct of the office.

Qualifications:

1. The minimum qualifications prescribed for Clerk-Bookkeeper in Grade III.
2. Familiarity with aerial and underground telephone construction and with alarm station electric apparatus.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$100.00 to \$120.00, inclusive.

Suggested Salary Rates: \$100.00, \$110.00, \$115.00, \$120.00.

Title of Position:

SENIOR CLERK-STENOGRAPHER

Classification: Clerical Service—Grade IV.

Definition of Duties:

The duties of SENIOR CLERK-STENOGRAPHER, which require a high degree of accuracy, stenographic skill and thorough familiarity with departmental methods and of specialized technical, scientific or legal procedure, and which may involve supervisory ability, are to report and transcribe testimony at public hearings and trials, to act in a secretarial or assistant secretarial capacity to executive heads, and to perform other incidental clerical work as required.

Examples:

Reporting and transcribing testimony at departmental hearings, committee meetings and trials.

Taking verbatim statements and confessions of prisoners and witnesses in police cases.

Assisting in secretarial duties to Secretary Fire Department.

Acting as Secretary to Director, Board of Industrial Education.

Supervising clerical work in the Board of Election Commissioners.

Qualifications:

1. The minimum qualifications prescribed for Clerk-Stenographers and Stenographers in Grade III.

2. At least two years' experience in the position of Clerk-Stenographer or experience of equivalent character and standard.

3. Familiarity with the work of the department concerned and ability to supervise others.

4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Clerk-Stenographers and Stenographers in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

SENIOR COST CLERK

Classification: Clerical Service—Grade IV.

Definition of Duties:

The duties of SENIOR COST CLERK, which require a high degree of ability and experience in cost accounting and statistical practice and which may involve supervisory ability, are to record daily progress made on contracts, to calculate and prepare estimates of amounts to which contractors are entitled, to prepare daily cost data on each contract, to analyze such cost data for estimating purposes, to record and distribute employees' time, to receipt for materials and supplies purchased, to assist in the preparation of specifications, to devise methods and forms for accumulating and analyzing data, to collect, classify and coördinate cost facts and to perform other incidental clerical and statistical work as required.

Qualifications:

1. The minimum qualifications prescribed for Cost Clerk in Grade III.

2. Familiarity with elements of construction costs and knowledge of cost accounting and statistical methods and practice.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Clerks in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$100.00, \$105.00, \$110.00.

Title of Position:

SENIOR LAW CLERK-STENOGRAPHER

Classification: Clerical Service—Grade IV.

Definition of Duties:

The duties of SENIOR LAW CLERK-STENOGRAPHER, which require considerable knowledge and experience in legal procedure and practice and involve supervisory ability, are to have charge of the stenographic work of the City Attorney's office, to record and transcribe dictation of technical and legal character, to answer independently some correspondence, to keep the records and accounts of this office and to perform clerical and stenographic work of related character and standard.

Qualifications:

1. The minimum qualifications prescribed for Law Clerk-Stenographer, Grade III.

2. At least two years' experience in a law office and knowledge of City Affairs.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Clerk-Stenographers and Stenographers in Grade III having the necessary qualifications, or persons in private services having an equivalent training or experience.

Suggested Range of Compensation: \$100.00 to \$120.00, inclusive.

Suggested Salary Rates: \$100.00, \$110.00, \$115.00, \$120.00.

Title of Position:

TELLER

Classification: Clerical Service—Grade IV.

Definition of Duties:

The duties of TELLER are to receive or disburse moneys, to handle special deposits, to keep necessary records in connection therewith and to perform incidental clerical work.

Examples:

Receiving money paid for water taxes, special bills and meter and hydrant wrench deposits.

Paying salaries in the Treasurer's Office and in the field.

Receiving money paid in for taxes, licenses and tax redemptions.

Qualifications:

1. The minimum qualifications prescribed for Clerk in Grade III.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

GRADE V.—CLERICAL SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ACCOUNTANT (WATER)
ASSISTANT SECRETARY (POLICE)
BUYER
CASHIER
COUNCIL COMMITTEE CLERK-SECRETARY
HEAD CLERK (PUBLIC WORKS)
HEAD CLERK (TAX COMMISSION)
HEAD SPECIAL ASSESSMENT CLERK
RECORDER AND AUDITOR (MUSEUM)
SECRETARY (HARBOR COMMISSION)
SECRETARY TO MAYOR

Title of Position:

ACCOUNTANT (WATER)

Classification: Clerical Service—Grade V.

Definition of Duties:

The duties of ACCOUNTANT (WATER), which require considerable training and wide experience in cost, municipal and public utility

accounting and auditing, are to direct and be responsible, under the Superintendent, for the supervision of the Accounting Division of the Water Department, to conduct independently audits and analysis of accounts, to prepare financial and cost statements, to give accounting advice and install simple accounting systems and forms.

Qualifications:

1. The minimum qualifications prescribed for Senior Bookkeepers or Senior Clerk-Bookkeepers in Grade IV.
2. Technical training and experience in municipal or public utility accounting, knowledge of charter and Wisconsin Railroad Commission requirements.
3. Ability to supervise the accounting work in a large bureau.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Senior Bookkeepers or Senior Clerk-Bookkeepers in Grade IV having the necessary qualifications and experience.

Suggested Range of Compensation: \$130.00 to \$150.00, inclusive.

Suggested Salary Rates: \$130.00, \$140.00, \$145.00, \$150.00.

Title of Position:

ASSISTANT SECRETARY (POLICE)
(Unclassified Civil Service)

Classification: Clerical Service—Grade V.

Definition of Duties:

The duties of ASSISTANT SECRETARY (POLICE), which require familiarity with the office procedure and conditions in the Department of Police and knowledge and experience in court reporting, finger-print and Bertillon work, requiring the exercise of continuing independent judgment, are to assist the Secretary of the Police Department in such work as taking Bertillon measurements and descriptions of prisoners and classifying finger-prints, assisting in the collection of delinquent personal taxes, keeping records of saloon and other licenses, making departmental reports, taking testimony of prisoners, appearing in court as witness and performing other incidental clerical and secretarial work as required.

Qualifications:

1. The minimum qualifications prescribed for Clerk-Stenographer in Grade III.
2. Knowledge and experience of court reporting, bookkeeping and of finger-print and Bertillon work.

3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$130.00 to \$150.00, inclusive.

Suggested Salary Rates: \$130.00, \$140.00, \$145.00, \$150.00.

Title of Position:

BUYER

Classification: Clerical Service—Grade V.

Definition of Duties:

The duties of BUYER, which require knowledge and much experience in the purchasing and handling of supplies and materials, are to prepare specifications, to call for bids, to make purchases of all supplies used by the city, except those purchased under formal contract and by the independent boards, to direct and be responsible for the work of assistants, and to perform such other related or clerical work as required.

Qualifications:

1. The minimum qualifications prescribed for Senior Clerks or Senior Clerk Bookkeepers in Grade IV.
2. Knowledge of general market conditions and of materials.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade IV having the necessary qualifications and experience, or experience of equivalent character and standard in other services.

Suggested Range of Compensation: \$130.00 to \$150.00, inclusive.

Suggested Salary Rates: \$130.00, \$140.00, \$145.00, \$150.00.

Title of Position:

CASHIER

(Unclassified Civil Service)

Classification: Clerical Service—Grade V.

Definition of Duties:

The duties of CASHIER are to collect, receive or disburse and to account for moneys due to or from the city and which may involve the supervision of Tellers and other clerical help.

Example:

Handling cash and accounts in the City Treasurer's office.

Qualifications:

1. The minimum qualifications prescribed for Senior Bookkeeper or Teller in Grade IV.
2. Two years' experience in the position of Senior Bookkeeper or Teller in Grade IV or experience of equivalent character and standard in banks or other private institutions.
3. Such additional qualifications as may be prescribed by the appointing officer.

Suggested Range of Compensation: \$130.00 to \$150.00, inclusive.

Suggested Salary Rates: \$130.00, \$140.00, \$145.00, \$150.00.

Title of Position:

COUNCIL COMMITTEE CLERK-SECRETARY

Classification: Clerical Service—Grade V.

Definition of Duties:

The duties of COUNCIL COMMITTEE CLERK-SECRETARY, which require practical experience and knowledge and familiarity with legislative methods and matters, are to direct and be responsible, under the City Clerk and Deputy City Clerk, for the supervision and keeping of minutes, records and reports of all Common Council Committees; to prepare resolutions upon petitions to the Common Council; to edit the proceedings of the Common Council; to keep an index of Council proceedings and of ordinances; to have charge of the publication of all legislative matters as authorized by charter; to advise and answer inquiries of aldermen and other officials and citizens and to perform such other independent clerical and secretarial duties as may be required.

Qualifications:

1. The minimum qualifications prescribed for Senior Clerk-Stenographer in Grade IV.
2. Experience and knowledge of legislative procedure and conditions.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Senior Clerk-Stenographers in Grade IV having the necessary qualifications and experience.

Suggested Range of Compensation: \$130.00 to \$150.00, inclusive.

Suggested Salary Rates: \$130.00, \$140.00, \$145.00, \$150.00.

Title of Position:

HEAD CLERK (PUBLIC WORKS)

Classification: Clerical Service—Grade V.

Definition of Duties:

The duties of HEAD CLERK (PUBLIC WORKS), which require a high degree of clerical knowledge and ability and experience, and familiarity with the departmental methods and conditions, are to be responsible under the Commissioner and Deputy Commissioner of Public Works for the clerical work in the department; to perform, independently, responsible general clerical work, including such matters as examining contracts as to work and execution, passing of vouchers for contract work performed; opening, scheduling and listing of bids on contract work; meeting with and furnishing information to public officials and performing other incidental clerical or secretarial work as assigned.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade IV and knowledge of the city laws and regulations.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade IV having the necessary qualifications and experience.

Suggested Range of Compensation: \$130.00 to \$150.00, inclusive.

Suggested Salary Rates: \$130.00, \$140.00, \$145.00, \$150.00.

Title of Position:

HEAD CLERK (TAX COMMISSION)

Classification: Clerical Service—Grade V.

Definition of Duties:

The duties of HEAD CLERK (TAX COMMISSION), which require a high degree of clerical knowledge, administrative ability and familiarity with departmental methods and conditions, are to direct and be responsible, under the Tax Commissioner and Deputy, for the clerical work of the Tax Commission and to perform highly specialized clerical and office work requiring much expertness and the exercise of independent judgment.

Examples:

Laying out and supervising the clerical work in the Tax Department.
Keeping of records of exempt property and saloon licenses.

Preparing schedules and reports, tax rate tables and making computations of rates.

Performing other related clerical and statistical work as assigned.

Qualifications:

1. The minimum qualifications prescribed for Senior-Clerks, Senior Clerk-Bookkeepers in Grade IV.

2. Experience and knowledge of departmental office procedure and conditions.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Senior Clerks and Senior Clerk-Bookkeepers in Grade IV having the necessary qualifications and experience.

Suggested Range of Compensation: \$130 00 to \$150 00, inclusive.

Suggested Salary Rates: \$130.00, \$140.00, \$145.00, \$150 00.

Title of Position:

HEAD SPECIAL ASSESSMENT CLERK

Classification: Clerical Service—Grade V.

Definition of Duties:

The duties of HEAD SPECIAL ASSESSMENT CLERK, which require a high degree of specialized clerical knowledge and familiarity with departmental methods and conditions, are to direct and be responsible, under the head of the unit of organization, for the making of special assessments for street improvements and services and to perform independent clerical and office work requiring much expertness and the exercise of independent judgment.

Examples:

Supervising the making of all special assessments for street improvements and services.

Making assessments of benefits and damages in openings and vacating of streets and alleys, street improvements, etc.

Attending to all legal advertisements in connection with assessment proceedings.

Giving information to officials and public with reference to special assessment matters.

Qualifications:

1. The minimum qualifications prescribed for Senior Clerk and Senior Clerk-Bookkeepers in Grade IV.

2. Experience and knowledge of special assessment procedure, city laws and handling of real estate abstracts and descriptions.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Senior Clerks and Senior Clerk-Bookkeepers having the necessary qualifications and experience.

Suggested Range of Compensation: \$130.00 to \$150.00, inclusive.

Suggested Salary Rates: \$130.00, \$140.00, \$145.00, \$150.00.

Title of Position:

RECORDER AND AUDITOR (MUSEUM)

Classification: Clerical Service—Grade V.

Definition of Duties:

The duties of RECORDER AND AUDITOR (MUSEUM), which require a high degree of clerical and bookkeeping knowledge, ability and familiarity with departmental procedure and methods, are to assume complete responsibility, under the Director of the Museum, for the clerical work in the general office, to perform, independently, difficult clerical or bookkeeping work, including the keeping of accounts and records, preparation of reports and statements and to assist in the preparation of the budget, purchasing and distributing supplies and raw materials; auditing invoices; making of inventories of property and performing other services which relieve the Director of office details.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade IV.
2. Training and knowledge in administrative procedure and bookkeeping methods and elementary knowledge of natural history.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade IV having the necessary qualifications and experience.

Suggested Range of Compensation: \$130.00 to \$150.00, inclusive.

Suggested Salary Rates: \$130.00, \$140.00, \$145.00, \$150.00.

Title of Position:

SECRETARY (HARBOR COMMISSION)

Classification: Clerical Service—Grade V.

Definition of Duties:

The duties of SECRETARY (HARBOR COMMISSION), which require thorough knowledge and familiarity with harbor conditions, are to act as Secretary to the Harbor Commission; to make special investigations; to prepare communications, resolutions and reports for the Harbor Commission and assist the Department of Public Works in matters pertaining to docks and channels, and to perform other incidental secretarial and clerical services as may be assigned by the Harbor Commission and the Commissioner of Public Works.

Qualifications:

1. The minimum qualifications prescribed for Senior Clerks in Grade IV.
2. Thorough knowledge and familiarity with the harbor conditions in the City of Milwaukee.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Senior Clerks and Senior Clerk-Stenographers in Grade IV having the necessary qualifications and experience.

Suggested Range of Compensation: \$130.00 to \$150.00, inclusive.

Suggested Salary Rates: \$130.00, \$140.00, \$145.00, \$150.00.

Title of Position:

SECRETARY TO MAYOR
(Unclassified Civil Service)

Classification: Clerical Service—Grade V.

Definition of Duties:

The duties of SECRETARY TO MAYOR, which require the exercise of independent judgment, tact and discretion and much knowledge and experience in municipal affairs, are to act as Secretary to the Mayor and as intermediary between him and the public; to meet and interview visitors; to arrange for conferences for the Mayor; to keep record of applications for licenses and to issue licenses for the Mayor; to supervise the clerical work of the office and keep records of expenditures and to perform such other secretarial and clerical services as relieve the Mayor of details of the office.

Qualifications:

1. The minimum qualifications prescribed for Senior Clerk or Senior Clerk-Stenographer, Grade IV.
2. Experience and wide knowledge in municipal affairs.
3. Such additional qualifications as may be required by the Mayor.

Suggested Range of Compensation: \$130.00 to \$150.00, inclusive.

Suggested Salary Rates: \$130.00, \$140.00, \$145.00, \$150.00.

GRADE VI.—CLERICAL SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ASSISTANT SECRETARY (PARK COMMISSION)

BUDGET ACCOUNTANT

CHIEF CLERK AND AUDITOR (SCHOOLS)

CHIEF CLERK (COMPTROLLER)

CHIEF CLERK (WATER COLLECTION)

CHIEF EXAMINER AND EX-OFFICIO SECRETARY (CITY SERVICE COMMISSION)

DEPUTY CITY CLERK

SECRETARY (ELECTION COMMISSION).

SECRETARY (FIRE DEPARTMENT)

SECRETARY (POLICE DEPARTMENT)

SECREARY (SEWERAGE COMMISSION)

Title of Position:

ASSISTANT SECRETARY (PARK COMMISSION)

Classification: Clerical Service—Grade VI.

Definition of Duties:

The duties of ASSISTANT SECRETARY (PARK COMMISSION), which require a high degree of administrative ability and experience and familiarity with departmental methods and conditions, are to direct and be responsible, under the Secretary for the Park Commissioners, for the conduct of the clerical work and of the purchasing for the Board of Park Commissioners, to exercise full responsibility for the work of the department in the absence of the Secretary, to prepare and keep financial and cost accounts and records, to assist the Secretary in secretarial duties and to perform such other general administrative work as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade V.
2. Familiarity with organization and work of the Park Commission.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade V having the necessary qualifications and experience.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$175.00, \$180.00.

Title of Position:

BUDGET ACCOUNTANT

Classification: Clerical Service—Grade VI.

Definition of Duties:

The duties of BUDGET ACCOUNTANT, which require a high degree of knowledge of municipal budget-making and statistical practice, and of municipal and public utility accounting, are to supervise, under the direction of the Comptroller and Deputy Comptroller, the preparation of city budget estimates, the devising of instructions and estimate and budget forms, assisting the Board of Estimates in its deliberations, examining the printing of the budget, handling of requests for transfers, preparing the annual report to the State Tax Commission and the performance of other related accounting, examining and clerical work relating to budget making investigations as may be assigned.

Qualifications:

1. The minimum qualifications prescribed for the Accountant in Grade V.

2. Training and practical experience in analysis of municipal expenditures, organization and methods, in classifying items of expenditure, analyzing functional divisions and units of organization and compiling statistics.

3. Knowledge of charter requirements covering the expenditure of money.

4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade V having the necessary qualifications and experience.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$175.00, \$180.00.

Title of Position:

CHIEF CLERK AND AUDITOR (SCHOOLS)

Classification: Clerical Service—Grade VI.

Definition of Duties:

The duties of CHIEF CLERK AND AUDITOR (SCHOOLS), which require a high degree of clerical knowledge, administrative ability and

much experience and knowledge of the Milwaukee school system and involve the exercise of continuing independent judgment and responsibility, are to assume complete responsibility, under the Secretary and Business Manager, for the clerical and bookkeeping work of the School Board and to keep the records, accounts and contracts in connection with the School Building Construction Department, to audit and examine accounts, payrolls, bills and other claims against the School Board, to prepare financial reports and statements, to attend and assist the Secretary at Committee and Board of School Directors' meetings and to perform other related accounting or clerical work as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade V.
2. Knowledge of the School system and of the laws and rules pertaining thereto.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade V having the necessary qualifications and experience.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$175.00, \$180.00.

Title of Position:

CHIEF CLERK (COMPTROLLER).

Classification: Clerical Service—Grade VI.

Definition of Duties:

The duties of CHIEF CLERK (COMPTROLLER), which require a high degree of clerical knowledge, administrative ability and familiarity with the departmental methods and conditions, are to assume complete responsibility under the Deputy Comptroller for the clerical and bookkeeping work of the Comptroller's office or to perform, independently, responsible clerical work, such as compilation of schedules for annual report, preparation of transcripts of proceedings preliminary to bond issues and other related clerical work as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade V.
2. Practical experience in municipal and public utility accounting.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade V having the necessary qualifications and experience.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$175.00, \$180.00.

Title of Position:

CHIEF CLERK (WATER COLLECTION)

Classification: Clerical Service—Grade VI.

Definition of Duties:

The duties of CHIEF CLERK (WATER COLLECTION), which require a high degree of administrative ability and experience and familiarity with the departmental methods and conditions, are to be responsible, under the Superintendent of Water Works, for the supervision of the work and employes in the Division of Water Collection, including the reading and inspection of water meters, the assessment and collection of water rates, the handling of records, supplies and moneys; to perform, independently, responsible work in the preparation of budget estimates and inventories of the Division; to check the Cashier's reports; to meet with officials and public and to perform related work as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade V.
2. Knowledge of water works' operation and accounting and of charter provisions, ordinances and resolutions affecting the water works.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade V having the necessary qualifications and experience.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$175.00, \$180.00.

Title of Position:

CHIEF EXAMINER AND EX-OFFICIO SECRETARY

(City Service Commission.)

Classification: Clerical Service—Grade VI.

Definition of Duties:

The duties of CHIEF EXAMINER AND EX-OFFICIO SECRETARY (CITY SERVICE COMMISSION) which require experience and ability in civil service administration and involve examining and supervisory ability, are to direct and be responsible, under the Board

of Civil Service Commissioners, for the work of the office employees of the Board; to advertise, formulate and superintend examinations and tests; to receive, arrange and record reports on employment changes in the various departments; to be ex-officio secretary of the Board and, under the direction of such Board, as secretary, to keep and record minutes of its proceedings, and to perform such other duties as the Board may from time to time prescribe.

Qualifications:

1. Training, experience and ability in civil service administration, knowledge of positive employment methods, and supervisory ability.
2. Knowledge of civil service act, rules, regulations, classifications and standards.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$160 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$175.00, \$180.00.

Title of Position:

DEPUTY CITY CLERK

Classification: Clerical Service—Grade VI.

Definition of Duties:

The duties of DEPUTY CITY CLERK, which require a high degree of clerical knowledge and administrative ability and familiarity with legislative and departmental methods and conditions, are to assume complete responsibility under the City Clerk for the clerical work of the department; to attend Council meetings and keep the minutes thereof and to perform the duties of the City Clerk and be responsible for the conduct of the department during the absence of the City Clerk.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade V.
2. Knowledge of legislative and departmental procedure.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade V having the necessary qualifications and experience.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$175.00, \$180.00.

Title of Position:

SECRETARY (ELECTION COMMISSION)

Classification: Clerical Service—Grade VI.

Definition of Duties:

The duties of SECRETARY (ELECTION COMMISSION), which require a high degree of administrative ability and familiarity with departmental methods and conditions, are to act as Secretary to the Board of Election Commissioners and as intermediary between the Board and the public; to be responsible, under the Board of Election Commissioners and the City Clerk, for the clerical work of the office and to perform such other related clerical and secretarial work as directed.

Examples:

1. Attending to the financial and business duties of the office.
2. Attending to the appointment of election officials under supervision by the Election Commission.
3. Attending to the redistricting of precincts, erection of polling places, etc., under the direction of the Election Commissioners.
4. Performing such other clerical duties as may be directed by the City Clerk.
5. Supervising the clerical work of the office.

Qualifications:

1. The minimum qualifications prescribed for positions of Clerks in Grade V.
2. Knowledge and familiarity with election laws, city charter and ordinances.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$175.00, \$180.00.

Title of Position:

SECRETARY (FIRE DEPARTMENT)

(Unclassified Civil Service)

Classification: Clerical Service—Grade VI.

Definition of Duties:

The duties of the SECRETARY (FIRE DEPARTMENT), which require a high degree of clerical knowledge and administrative ability and familiarity with departmental methods and procedure, are to assume complete responsibility, under the Chief Engineer of the Fire

Department, for the clerical work of the department; to act as Secretary to the Chief and as the intermediary between him and the public; to keep records and accounts of the department; to prepare reports and statistical data of departmental activities and to perform other services which relieve the Chief of the details of departmental administration.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade V.
2. Knowledge of Fire Department procedure and methods and of the accounts and records pertaining thereto.
3. Such additional qualifications as may be prescribed by the Fire and Police Alarm Commission.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$175.00, \$180.00.

Title of Position:

SECRETARY (POLICE DEPARTMENT)
(Unclassified Civil Service)

Classification: Clerical Service—Grade VI.

Definition of Duties:

The duties of SECRETARY (POLICE DEPARTMENT), which require a high degree of clerical knowledge and administrative ability and experience, and familiarity with departmental methods and procedure, are to assume complete responsibility, under the Chief of Police, for the clerical work of the department; to act as Secretary to the Chief and as the intermediary between him and the public; to keep records and accounts, to prepare reports and statistical data of departmental activities and to perform other services which relieve the Chief of the details of departmental administration.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade V.
2. Knowledge of Police Department procedure and methods, fingerprint and Bertillon work.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$175.00, \$180.00.

Title of Position:

SECRETARY (SEWERAGE COMMISSION)
(Unclassified Civil Service)

Classification: Clerical Service—Grade VI.

Definition of Duties:

The duties of **SECRETARY (SEWERAGE COMMISSION)**, which require a high degree of clerical and administrative ability and familiarity with departmental procedure and methods, are to be responsible, under the supervision of the Board of Sewerage Commissioners, for the clerical work of the department; to prepare proposals, advertisements, contracts and specifications, etc.; to purchase supplies, materials and equipment and to perform other services relative to departmental administration, which relieve the Board of office details.

Qualifications:

1. Knowledge of the work, methods and procedure of the Sewerage Commission.
2. Experience in purchasing of materials and supplies and some experience in construction work.
3. Such additional qualifications as may be prescribed by the Board of Sewerage Commissioners.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$175.00, \$180.00.

GRADE VII.—CLERICAL SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

DEPUTY CITY TREASURER
DEPUTY CITY COMPTROLLER
DEPUTY COMMISSIONER OF HEALTH
EFFICIENCY CLERK (CITY SERVICE COMMISSION)
SECRETARY (PARK COMMISSION)

Title of Position:

DEPUTY CITY TREASURER
(Unclassified Civil Service)

Classification: Clerical Service—Grade VII.

Definition of Duties:

The duties of **DEPUTY CITY TREASURER**, which require the highest degree of executive ability, are to direct and control the activities and be responsible, under the City Treasurer, for the conduct of the entire work of the office; to advise in determining departmental policies and to act as the highest official representative of the Department in the absence of the City Treasurer.

Qualifications:

1. Such qualifications as may be prescribed by law or required by the City Treasurer.

Suggested Range of Compensation: \$250.00 and above.

Title of Position:

DEPUTY CITY COMPTROLLER

Classification: Clerical Service—Grade VII.

Definition of Duties:

The duties of DEPUTY CITY COMPTROLLER, which require the highest degree of administrative ability and technical training and experience in municipal accounting and finance, are to direct and control the activities and be responsible, under the City Comptroller, for the conduct of the entire work of the Comptroller's office; to advise in determining departmental policies, and to act as the highest official representative of the Comptroller's department in the absence of the City Comptroller.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade VI.
2. Technical training and much practical experience in municipal accounting and finance.
3. Knowledge of charter provisions relating to expenditure of funds, taxes, budget, bonds, and of departmental business procedure and methods.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$250.00 and above.

Title of Position:

DEPUTY COMMISSIONER OF HEALTH

Classification: Clerical Service—Grade VII.

Definition of Duties:

The duties of the DEPUTY COMMISSIONER OF HEALTH, which require the highest degree of executive ability, are to direct and be responsible, under the Commissioner of Health, for the clerical and bookkeeping work of the Department of Health, the supervision of departmental accounting and records, the preparation of departmental publications, ordinances, resolutions, etc.; to advise in determining departmental policies and to act as the highest official representative of the department during the absence of the Commissioner of Health.

Qualifications:

1. Knowledge and wide experience in publicity work, business administration and accounting methods.
2. Knowledge of city charter, health ordinances and health administrative methods.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$250.00 and above.

Title of Position:

EFFICIENCY CLERK
(City Service Commission.)

Classification: Clerical Service—Grade VII.

Definition of Duties:

The duties of EFFICIENCY CLERK (CITY SERVICE COMMISSION), which require training and wide experience in employment and efficiency methods and in civil service administration, are to be responsible, under the Board of City Service Commissioners, for the development and maintenance of the standardized system of employment; to keep the classification plan up to date; to devise and install approved methods for ascertaining and recording service and efficiency of individual and groups of employees; to gather and collate facts in connection with other civil service matters and methods which are of aid in carrying out the purposes and provisions of the City Civil Service Act and the rules and regulations made in accordance therewith, and to perform such other services as may be required by the Board.

Qualifications:

1. Education equivalent to graduation from a college or university of recognized reputation or proof of other education or training recognized by the City Service Commission as equivalent.

2. A high degree of training and wide experience in employment and efficiency methods and in civil service administration and knowledge of positive employment methods and technique.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$250.00 and above.

Title of Position:

SECRETARY (PARK COMMISSION)

Classification: Clerical Service—Grade VII.

Definition of Duties:

The duties of SECRETARY (PARK COMMISSION), which require the highest degree of executive and administrative ability, are to direct and be responsible, under the Board of Park Commissioners, for the business and financial management of the Milwaukee Park Sys-

tem; to be responsible for the work of all employes of the department; to prepare contracts, agreements and other instruments and to purchase supplies, materials and equipment, to act as Secretary to the Board of Park Commissioners; and to perform such services as relieve the Board of the administrative details.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$250.00 and above.

ENGINEERING SERVICE—CLASS B

The **Engineering Service** shall include those offices and positions in the city service, the duties of whose incumbents are to perform work requiring training or experience in Civil, Mechanical, Electrical, Sanitary or Chemical Engineering, Architecture, or other specialized professional engineering branch.

GRADE I.—ENGINEERING SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

DRAFTSMAN

RODMAN

Title of Position:

DRAFTSMAN

Classification: Engineering Service—Grade I.

Definition of Duties:

The duties of DRAFTSMAN, which involve skill and accuracy and a general specialized training and ability, are to perform, under supervision, simple drafting work and to perform other incidental related work in the field, works or office as assigned.

Examples:

Laying out and draughting plans, sketches, plats and maps.
Comparing of office records.
Making pencil and ink sketches.
Indexing field books and arranging field data.
Figuring grades and making miscellaneous computations.
Assisting field engineering parties.

Qualifications:

1. Education equivalent to High School graduate.
2. At least one year's active practice and experience in engineering work in field or office. Two years' training in a school of engineering of recognized reputation shall be considered as equivalent to one year's active practice in engineering work in field or office.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$55.00 to \$75.00, inclusive.

Suggested Salary Rates: \$55.00, \$60.00, \$65.00, \$70.00, \$75.00.

Title of Position:

RODMAN

Classification: Engineering Service—Grade I.

Definition of Duties:

The duties of RODMAN, which involve some skill and accuracy and some specialized training and ability, are to perform, under supervision, elementary engineering work in the field, works or office.

Examples:

- Holding sight-rod, driving stakes.
- Carrying tape, tools and other supplies of engineering field parties.
- Making measurements and estimates.
- Inspecting minor details of engineering work.
- Compiling field data and making miscellaneous computations.
- Making simple sketches and indexing field books.
- Performing other incidental field or office work as required.

Qualifications:

1. Education equivalent to High School graduate.
2. At least one year's active practice and experience in engineering work in field or office. Two years' training in a school of engineering of recognized reputation shall be considered as equivalent to one year's active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$55.00 to \$75.00, inclusive.

Suggested Salary Rates: \$55.00, \$60.00, \$65.00, \$70.00, \$75.00.

GRADE II.—ENGINEERING SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ENGINEERING DRAFTSMAN

**ENGINEERING ESTIMATOR
JUNIOR ENGINEER
JUNIOR LAY-OUT ENGINEER
MAP ENGINEERING DRAFTSMAN**

Title of Position:

ENGINEERING DRAFTSMAN

Classification: Engineering Service—Grade II.

Definition of Duties:

The duties of **ENGINEERING DRAFTSMEN**, which require specialized knowledge, training and experience, involving fixed responsibility, are to perform difficult specialized drafting work requiring professional training or experience in engineering and to perform such other related work in field or office as assigned.

Examples:

- Preparing drawings, sketches and plats from engineering notes.
- Making computations and compiling data.
- Figuring and laying out of street lighting units.
- Keeping maps and records pertaining to street lighting.
- Assisting in incidental engineering field or office work.

Qualifications:

1. The minimum qualifications prescribed for positions in **Grade I**.
2. At least two years' active practice and experience in engineering work in field or office. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in **Grade I** having the necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$105.00, inclusive.

Suggested Salary Rates: \$80.00, \$90.00, \$95.00, \$100.00, \$105.00.

Title of Position:

ENGINEERING ESTIMATOR

Classification: Engineering Service—Grade II.

Definition of Duties:

The duties of **ENGINEERING ESTIMATOR**, which require specialized knowledge, training and some experience, involving fixed respon-

sibility, are to prepare estimates on engineering works and improvements, and to perform such other related incidental engineering work as assigned.

Examples:

Preparing estimates from field notes on street and alley improvements.

Compiling certificates from field notes.

Comparing legal description of property abutting improvements under consideration.

Drawing sketches, plans and profiles for estimated work.

Figuring grades and other miscellaneous computations.

Assisting engineering field parties.

Performing other office or field work as assigned.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. At least two years of active practice and experience in estimating work and engineering in field or office. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$105.00, inclusive.

Suggested Salary Rates: \$80.00, \$90.00, \$95.00, \$100.00, \$105.00.

Title of Position:

JUNIOR ENGINEER

Classification: Engineering Service—Grade II.

Definition of Duties:

The duties of JUNIOR ENGINEER, which require training, experience and ability, involving fixed responsibility and which may or may not be supervisory, are to perform definite tasks in a minor division of engineering work in the field or office and to perform other incidental work as assigned.

Examples:

Using surveying, measuring and drafting instruments.

Taking levels and giving lines and grades for construction work and street and alley improvements.

Checking lines and grades.

Making plat of field notes.

Making computations.

Making topographic surveys and topographic maps.

Performing other incidental field and office work as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. At least two years of active practice and experience in estimating work and engineering in field or office. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$105.00, inclusive.

Suggested Salary Rates: \$80.00, \$90.00, \$95.00, \$100.00, \$105.00.

Title of Position:

JUNIOR LAY-OUT ENGINEER

Classification: Engineering Service—Grade II.

Definition of Duties:

The duties of JUNIOR LAY-OUT ENGINEER, which require training and experience in electrical engineering and involve fixed responsibility and which may or may not be supervisory, are to perform definite, specialized tasks in a minor division of engineering work and to perform other related engineering work assigned.

Examples:

Making surveys and measurements for lay-out of street lighting units.

Inspecting or investigating minor details of engineering work.

Making detailed designs of apparatus and equipment.

Making computations, and compiling data.

Preparing general or working drawings and figuring lay-outs.

Performing other incidental field and office work as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. At least two years of active practice and experience in estimating work and engineering in field or office. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$105.00, inclusive.

Suggested Salary Rates: \$80.00, \$90.00, \$95.00, \$100.00, \$105.00.

Title of Position:

MAP ENGINEERING DRAFTSMAN

Classification: Engineering Service—Grade II.

Definition of Duties:

The duties of MAP ENGINEERING DRAFTSMEN, which require specialized knowledge, training and experience, involving fixed responsibility, are to perform specialized drafting work, not necessarily requiring specialized training or experience, and to perform other related drafting or other work in field or office as assigned.

Examples:

- Preparing drawings, maps and sketches of accident cases, auto parking schemes and legal drawings.
- Keeping records of house drains and keeping records of legislative matters affecting the maps in the department.
- Preparing simple drawings and sketches.
- Making tracings.
- Assisting in incidental field or office work.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. At least two years of active practice and experience in drafting work and in work of the character and standard of Grade I. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$105.00, inclusive.

Suggested Salary Rates: \$80.00, \$90.00, \$95.00, \$100.00, \$105.00.

GRADE III.—ENGINEERING SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ASSISTANT ARCHITECTURAL DESIGNER
ASSISTANT CIVIL ENGINEER
ASSISTANT STRUCTURAL DESIGNER
CHIEF ENGINEERING ESTIMATOR
DRAFTSMAN (PARK COMMISSION)

Title of Position:

ASSISTANT ARCHITECTURAL DESIGNER

Classification: Engineering Service—Grade III.

Definition of Duties:

The duties of ASSISTANT ARCHITECTURAL DESIGNER, which require special training and experience in specialized architectural work and which may involve supervision of employees, are to execute definite instructions in architectural work in the field or office, and to perform such other related work as assigned.

Examples:

Sketching and drawing up plans, elevations, sections and details of buildings.
Preparing lay-outs and plans for sewage disposal plants.
Making experimental lay-outs, drawings and sketches.
Taking field measurements and making inspection.
Plotting field notes and making miscellaneous computations.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least four years' active practice and experience in architectural work in field or office. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two (2) years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$120.00 to \$140.00, inclusive.

Suggested Salary Rates: \$120.00, \$130.00, \$135.00, \$140.00.

Title of Position:

ASSISTANT CIVIL ENGINEER

Classification: Engineering Service—Grade III.

Definition of Duties:

The duties of ASSISTANT CIVIL ENGINEER, which require specialized training and much experience and ability and involve fixed responsibility, and which may or may not be supervisory, are to perform definite specialized engineering work in the field or office and to assist Senior Engineers in definite division of engineering work.

Examples:

Directing field party on surveys, construction or inspection work under Senior Engineers.

Giving lines and grades on construction work.

Making of topographic and triangulation surveys.

Preparing general or working plans and drawings.

Compiling estimates and data for reports and costs.

Inspecting or investigating engineering work and materials.

Acting as Senior Engineer when directed.

Analyzing samples of air in tunnels.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least four years of active practice and experience in engineering work in field or office. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active service.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$120.00 to \$140.00, inclusive.

Suggested Salary Rates: \$120.00, \$130.00, \$135.00, \$140.00.

Title of Position:

ASSISTANT STRUCTURAL DESIGNER

Classification: Engineering Service—Grade III.

Definition of Duties:

The duties of ASSISTANT STRUCTURAL DESIGNER, which require special training and experience in specialized structural work and which may involve supervision of employes, are to execute definite instructions in structural work in the field or office, and to perform such other related work as assigned.

Examples:

Designing and detailing plans for structural steel and reinforced concrete.

Preparing plans, designs and sketches for track elevation work and for city planning.

Inspecting and investigating engineering work and materials.

Making estimates of cost of steel work and reinforced concrete.

Preparing specifications for bridges and docks.

Making measurements in field and other miscellaneous computations.

Preparing plans and specifications for existing structures.

Furnishing information to contractors and performing the duties of Structural Designer in his absence.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least four years' active practice and experience in structural work in field or office. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$120.00 to \$140.00, inclusive.

Suggested Salary Rates: \$120.00, \$130.00, \$135.00, \$140.00.

Title of Position:

CHIEF ENGINEERING ESTIMATOR

Classification: Engineering Service—Grade III.

Definition of Duties:

The duties of CHIEF ENGINEERING ESTIMATOR, which require specialized training and experience and involve supervisory ability and fixed responsibility, are to have charge of the preparation of estimates on engineering works and improvements and to perform independent technical and estimating work as required.

Examples:

Preparing estimates and certificates for street and alley improvements.

Preparing ordinances for establishing grades.

Furnishing information to officials, contractors and other citizens regarding street improvements.

Performing field engineering work when requested.

Assisting in the preparation of the annual report of street and alley improvements and performing other work as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least four years of active practice and experience in estimating and engineering work in field or office. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$120.00 to \$140.00, inclusive.

Suggested Salary Rates: \$120.00, \$130.00, \$135.00, \$140.00.

Title of Position:

DRAFTSMAN (PARK COMMISSION)

Classification: Engineering Service—Grade III.

Definition of Duties:

The duties of DRAFTSMAN (PARK COMMISSION), which require special training and much experience and ability in municipal park work, are to prepare plans, sketches, plats and maps necessary for park work, to prepare specifications and estimates on such work, to give lines and grades on all park construction and repairs and to perform other engineering work in field or office as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least four years of active practice and experience in drafting and engineering work in field or office. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$120.00 to \$140.00, inclusive.

Suggested Salary Rates: \$120.00, \$130.00, \$135.00, \$140.00.

GRADE IV.—ENGINEERING SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

**ARCHITECTURAL DESIGNER
CHIEF DRAFTSMAN (SEWERAGE COMMISSION)
SENIOR ENGINEER
SENIOR ENGINEER (SEWERAGE COMMISSION)
STRUCTURAL DESIGNER**

Title of Position:

ARCHITECTURAL DESIGNER

Classification: Engineering Service—Grade IV.

Definition of Duties:

The duties of ARCHITECTURAL DESIGNER, which require training and much experience and ability, much skill in architectural designing and construction, and which involve supervisory ability and fixed responsibility, are to be responsible, under the Superintendent of Bridges and Buildings, for the architectural designing, planning, preparation of specifications, estimating and inspection for all new buildings, repairs and alterations of present buildings coming under the jurisdiction of the Department of Public Works; to supervise the preparation of sketches and working drawings and to give instructions and interpret specifications and plans as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. At least six years of active practice and experience in architectural design and engineering work, of which at least two years shall have been spent in responsible charge of architectural engineering work and design. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$180.00.

Title of Position:

CHIEF DRAFTSMAN (SEWERAGE COMMISSION)

Classification: Engineering Service—Grade IV.

Definition of Duties:

The duties of CHIEF DRAFTSMAN (SEWERAGE COMMISSION), which require training and much experience and engineering ability and skill, are to be responsible, under the Principal Assistant Engineer, for the designing, planning and preparation of specifications for all kinds of structures and power equipment and work connected with the construction of sewers, conduits, machinery and special appliances relating to the work now in hand by the Sewerage Commission.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. At least six years' practical experience in the sewage disposal works designing and special knowledge of the activated sludge process of sewage disposal. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$170.00 to \$190.00, inclusive.

Suggested Salary Rates: \$170.00, \$180.00, \$185.00, \$190.00. (Higher rate of pay suggested because of temporary character of work.)

Title of Position:**SENIOR ENGINEER**

Classification: Engineering Service—Grade IV.

Definition of Duties:

The duties of SENIOR ENGINEER, which require training, much experience and skill, and involve supervisory ability and fixed responsibility, are to supervise and be in charge of a field engineering party in an assigned district, on a specific engineering project; to perform such engineering work as is required by the City Engineer of the Department of Public Works or the Common Council, including surveys for topographical work, grade, street and alley openings, condemnations, construction of bridges, sewers, docks or water pipe, or street and alley construction tunnels; to prepare reports and keep records of all operations; to supervise and inspect engineering work and materials; to prepare plans and estimates of special construction and survey work; and to perform such other administrative and supervisory work as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. At least six years' practical experience in civil engineering and the designing, planning and inspection of engineering works and materials of which at least two years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$180.00.

Title of Position:

SENIOR ENGINEER (SEWERAGE COMMISSION)

Classification: Engineering Service—Grade IV.

Definition of Duties:

The duties of SENIOR ENGINEER (SEWERAGE COMMISSION), which require training, much experience and skill, and involve supervisory ability and fixed responsibility, are to assume responsible charge of the execution of contract work in accordance with plans, specifications and requirements provided therefor, in connection with the construction of sewers, conduits, machinery and special appliances relating to the work now in hand by the Sewerage Commission; to have immediate charge of all orders given to the contractor, to make out regular reports on all operations or to design special appliances in connection with sewage disposal plant; to run lines and grades for tunnel construction, and to perform such other engineering inspection work as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. At least six years' practical experience in engineering and in sewerage and sewage disposal works designing, of which at least two years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$170.00 to \$190.00, inclusive.

Suggested Salary Rates: \$170.00, \$180.00, \$185.00, \$190.00. (Higher rate of pay suggested because of temporary character of work.)

Title of Position:

STRUCTURAL DESIGNER

Classification: Engineering Service—Grade IV.

Definition of Duties:

The duties of STRUCTURAL DESIGNER, which require training and much experience and ability in designing and preparing specifications, estimating and inspection, and which involve supervisory ability and fixed responsibility, are to be responsible, under the Superintendent of Bridges and Public Buildings, for the designing, planning and preparation of specifications; estimating and inspection of new structures coming within the jurisdiction of the Department of Public Works; to give instructions and interpret specifications and plans when required, and, in the absence of the Superintendent of Bridges and Public Buildings, to perform his duties relating to bridges.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. At least six years of active practice and experience in structural and reinforced concrete work and design, of which at least two years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$180.00.

GRADE V.—ENGINEERING SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

**CITY PLANNING ENGINEER
DESIGNING ENGINEER (SEWERAGE COMMISSION)
ENGINEER IN CHARGE OF CONSTRUCTION AND
MAINTENANCE (ILLUMINATION)
ENGINEER IN CHARGE OF ILLUMINATION
PRINCIPAL ASSISTANT ENGINEER (SEWERAGE
COMMISSION)**

Title of Position:

CITY PLANNING ENGINEER

Classification: Engineering Service—Grade V.

Definition of Duties:

The duties of CITY PLANNING ENGINEER, which require special training, recognized expert knowledge and long experience in highly specialized technical work, are to assume responsibility, under the City Engineer, for the preparation of plans for field work in connection with the development of a city plan; to draw up detailed plans and sketches for the Board of Public Land Commission; to give independent engineering advice for executive action incident to the plan and the development of the City Planning project, and to perform such secretarial work as to relieve the Commission of administrative details.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade IV.
2. At least eight years of active practice and experience in civil engineering or in city planning work, of which at least three years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade IV with the necessary qualifications and experience.

Suggested Range of Compensation: \$200.00 to \$250.00, inclusive.

Suggested Salary Rates: \$200.00, \$220.00, \$240.00, \$250.00.

Title of Position:

DESIGNING ENGINEER (SEWERAGE COMMISSION)

Classification: Engineering Service—Grade V.

Definition of Duties:

The duties of **DESIGNING ENGINEER (SEWERAGE COMMISSION)**, which require special training, recognized expert knowledge and long experience in the designing, planning and construction of conduits of all kinds used in carrying sewage, water, air and steam, are to have charge and be responsible, under the Chief Engineer of the Sewerage Commission, for the preparation of all plans for construction work relating to the work now in hand by the Sewerage Commission, and to make researches and engineering experiments in connection with sewage disposal.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade IV.
2. At least eight years' active practice and experience in engineering work and in designing structures and equipments relating to hydraulics and special knowledge of the application of hydraulic laws and rules governing the designing and construction of conduits and of the activated sludge process of sewage disposal. Graduation from a school of engineering of recognized reputation shall be considered equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade IV having the necessary qualifications and experience.

Suggested Range of Compensation: \$250.00 and above.

Title of Position:

**ENGINEER IN CHARGE OF CONSTRUCTION AND
MAINTENANCE (ILLUMINATION)**

Classification: Engineering Service—Grade V.

Definition of Duties:

The duties of **ENGINEER IN CHARGE OF CONSTRUCTION AND MAINTENANCE (ILLUMINATION)**, which require special training, expert knowledge and long experience in illuminating and electrical engineering, are to have general charge and be responsible, under the Commissioner of Public Works, for the work of the Bureau of Illumination service and to have direct charge of the construction and maintenance work of this Bureau.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade IV.
2. At least eight years' active practice and experience in illuminating and electrical engineering of which at least three years shall have

been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered equivalent to two years' active practice.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade IV having the necessary qualifications and experience.

Suggested Range of Compensation: \$200.00 to \$250.00, inclusive.

Suggested Salary Rates: \$200.00, \$220.00, \$240.00, \$250.00.

Title of Position:

ENGINEER IN CHARGE OF ILLUMINATION

Classification: Engineering Service—Grade V.

Definition of Duties:

The duties of ENGINEER IN CHARGE OF ILLUMINATION, which require special training, expert knowledge and long experience in illuminating and electrical engineering, are to have charge and be responsible, under the Commissioner of Public Works, for the designing, planning, lay-out, installation and operation of street lighting, including the determination of character, type, size, location and mounting heights of posts, fixtures and lamps; the routing and design circuits, the supervision of photo-electric and electrical laboratory testing, the supervision of drafting work and the supervision of operating and cost records.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade IV.
2. At least eight years' active practice and experience in illuminating and electrical engineering of which at least three years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade IV having the necessary qualifications and experience.

Suggested Range of Compensation: \$200.00 to \$250.00, inclusive.

Suggested Salary Rates: \$200.00, \$220.00, \$240.00, \$250.00.

Title of Position:

**PRINCIPAL ASSISTANT ENGINEER (SEWERAGE
COMMISSION)**

Classification: Engineering Service—Grade V.

Definition of Duties:

The duties of PRINCIPAL ASSISTANT ENGINEER (SEWERAGE COMMISSION), which require special training, recognized expert knowledge and long experience in designing, planning and preparation of specifications and construction of sewage disposal works, are to direct and be responsible, under the Chief Engineer of the Sewerage Commission, for the work of the engineering employees and for the construction work done under contracts for the Sewerage Commission, and to perform the duties of Chief Engineer in his absence.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade IV.
2. At least eight years of active practice and experience in engineering work and in designing, planning and construction of sewage disposal works, of which at least three years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered equivalent to two years' active practice.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade IV having the necessary qualifications and experience.

Suggested Range of Compensation: \$300.00 and above.

GRADE VI.—ENGINEERING SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

**CHIEF ENGINEER (SEWERAGE COMMISSION)
CITY ENGINEER**

Title of Position:

**CHIEF ENGINEER (SEWERAGE COMMISSION)
(Unclassified Civil Service)**

Classification: Engineering Service—Grade VI.

Definition of Duties:

The duties of CHIEF ENGINEER (SEWERAGE COMMISSION), which require the highest order of executive and administrative ability,

are to have executive charge and assume entire responsibility, under the Board of Sewerage Commissioners, for the designing, planning and construction of engineering works of special character and large magnitude, and to give independent expert engineering advice of the highest order for executive action relative to work of this scope.

Qualifications:

1. At least ten years of active practice and experience in engineering work and as consulting engineer in the designing, planning, construction and maintenance of sewage disposal works of which at least five years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.

2. Such additional qualifications as may be prescribed by the Appointing Officer.

Suggested Range of Compensation: \$1,000.00 and above.

Title of Position:

CITY ENGINEER
(Unclassified Civil Service)

Classification: Engineering Service—Grade VI.

Definition of Duties:

The duties of CITY ENGINEER, which require the highest order of executive and administrative ability, are to have charge and assume entire responsibility, under the Commissioner of Public Works, for all the civil engineering work and the management and prosecution of all public improvements and other engineering work as directed by the Common Council and the Commissioner of Public Works.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade V.

2. At least ten years of active practice and experience in civil engineering work of which at least five years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.

3. Such additional qualifications as may be prescribed by the Appointing Officer.

Suggested Range of Compensation: \$300.00 and above.

LABORATORY SERVICE—CLASS C

The **Laboratory Service** shall include those offices and positions in the city service whose incumbents are required to perform routine and research work in bacteriology, chemistry or physics either in laboratory or field, involving the making and recording of chemical or physical tests; to make diagnoses on the basis of such examinations and analyses; to prepare for use cultures, media and serums; to testify in court regarding analyses made and to perform such other laboratory or testing services as may be required.

GRADE I.—LABORATORY SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the title:

LABORATORY ASSISTANT

Title of Position:

LABORATORY ASSISTANT

Classification: Laboratory Service—Grade I.

Definition of Duties:

The duties of **LABORATORY ASSISTANT**, which require training but do not involve initial responsibility, are to perform under supervision, general laboratory work in the routine examination and analysis of milk, water and other specimens, to prepare media, stains and solutions and to perform such other laboratory and incidental clerical work as assigned.

Examples:

Making up media, stains and solutions.

Making up outfits for diphtheria, tuberculosis, typhoid and ophthalmia.

Filling and sterilizing water blanks.

Washing, wrapping and sterilizing dishes.

Keeping laboratory in order.

Qualifications:

1. At least a two-years' course of study in bacteriology, chemistry or physics, in a school of recognized reputation or experience in bacteriology, chemistry or physics considered as equivalent.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$65.00 to \$80.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$75.00, \$77.50, \$80.00.

GRADE II—LABORATORY SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

JUNIOR BACTERIOLOGIST

JUNIOR CHEMIST

JUNIOR CHEMIST (MILK INSPECTION)

JUNIOR PAVING CHEMIST

Title of Position:

JUNIOR BACTERIOLOGIST

Classification: Laboratory Service—Grade II.

Definition of Duties:

The duties of JUNIOR BACTERIOLOGIST, which require training and experience and involve fixed responsibility for a division of bacteriological work, are to make examinations of specimens sent to the Bacteriological Laboratory for diagnoses for diphtheria, tuberculosis, typhoid and ophthalmia, etc.; to make routine examination of milk, cream, water and other foods; to test milk plates for pathogenic organisms and to make up various kinds of media, stains and solutions and to perform such other definite bacteriological tasks and incidental laboratory work as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. At least one year of service in the position of Laboratory Assistant in Grade I or experience of equivalent character and standard.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

JUNIOR CHEMIST

Classification: Laboratory Service—Grade II.

Definition of Duties:

The duties of JUNIOR CHEMIST, which require training and experience and involve fixed responsibility for analytical and research

work, are to have charge, under the City Chemist, of the analyzing of milk, cream and other dairy products, water, ice, drugs, sewage, foods in general and other materials; to make analyses of city gas supply; to prepare and standardize solutions of acids, bases and salts; to prepare monthly statistical reports and maintain file record system of general analytical results; to carry out special chemical investigations and to assist in incidental chemical and clerical work as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. Experience and ability to carry out analyses of all forms of food, drug and industrial chemical analyses.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

JUNIOR CHEMIST (MILK INSPECTION)

Classification: Laboratory Service—Grade II.

Definition of Duties:

The duties of JUNIOR CHEMIST (MILK INSPECTION), which require training and experience and involve fixed responsibility for a division of chemical work, are to take charge, under the Chief of Food Inspection, of the analysis of milk and cream samples for butter-fat by the Babcock method; to ascertain specific gravities; to assist the Chief of Food Inspection in directing Milk Inspectors on their field work; to prepare sample cases for Food Inspectors and to perform other laboratory or clerical work as assigned.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. Experience and ability to carry out analyses of milk, cream and other dairy products and foods.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$85.00 to \$100.00, inclusive.

Suggested Salary Rates: \$85.00, \$90.00, \$95.00, \$97.50, \$100.00.

Title of Position:

JUNIOR PAVING CHEMIST

Classification: Laboratory Service—Grade II.

Definition of Duties:

The duties of JUNIOR PAVING CHEMIST, which require training and experience and involve fixed responsibility for the testing of supplies and materials used by the city, are to make chemical or physical tests, under the supervision of the Senior Paving Chemist, of supplies and materials, such as asphalt, cement, sand, stone, oils, coal, paints, paper, soap and other supplies and materials.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. Experience and ability to carry out analyses of all forms of supplies, and materials and industrial chemical analyses.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

GRADE III.—LABORATORY SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

CHEMIST (SEWERAGE COMMISSION)

CHEMIST (WATER DEPARTMENT)

CITY CHEMIST

ELECTRICAL ENGINEERING TESTER

SENIOR PAVING CHEMIST

Title of Position:

CHEMIST (SEWERAGE COMMISSION)

Classification: Laboratory Service—Grade III.

Definition of Duties:

The duties of CHEMIST (SEWERAGE COMMISSION), which require a high degree of skill and practical experience in water, fertilizers, food and sewage analyses, are to have charge, under the Chief Chemist (Sewerage Commission), of the analysis of water, fertilizer, sewage, sludge press and other samples; to carry out experimental researches and other difficult chemical work in connection with the sewerage experiments now under way.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least five years' active practice and experience in chemistry. Graduation from a school of science of recognized reputation shall be considered as equivalent to two years' active practice in chemical and analytical work.
3. Knowledge of federal, state and municipal laws and ordinances relating to chemical subjects.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$140.00 to \$160.00, inclusive.

Suggested Salary Rates: \$140.00, \$150.00, \$160.00.

Title of Position:**CHEMIST (WATER DEPARTMENT)**

Classification: Laboratory Service—Grade III.

Definition of Duties:

The duties of CHEMIST (WATER DEPARTMENT), which require a high degree of technical training, ability and much experience in chemical and bacteriological analyses and which may or may not involve the supervision of employes in lower grades, are to have charge and be responsible under the Superintendent of the Water Works, for the chemical and bacteriological analyses of raw and treated water and of water samples submitted by the public; to supervise the operation and maintenance of the chlorine apparatus and of the changing of cylinders; to collect samples and make chemical and physical tests of coal and other materials used by the Water Department; to make all standard solutions of media, etc., used in the laboratory and to carry out special investigations and research examinations as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least five years' active practice and experience in chemistry. Graduation from a school of science of recognized reputation shall be considered as equivalent to two years' active practice in chemical work.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$140.00 to \$160.00, inclusive.

Suggested Salary Rates: \$140.00, \$150.00, \$160.00.

Title of Position:

CITY CHEMIST

Classification: Laboratory Service—Grade III.

Definition of Duties:

The duties of CITY CHEMIST, which require the highest degree of skill and judgment in the practice of chemistry and which involve supervision of employes in the lower grades, are to direct and be responsible, under the Commissioner of Health, for the work in the Chemical Laboratory; to initiate and carry out original and difficult chemical investigations; to inspect illuminating and heating gas sold in the City of Milwaukee under the rulings of the Railway Commission of Wisconsin; to prepare chemical evidence and give testimony in the prosecution of violators of the food, liquor and narcotic laws; to advise and furnish information in connection with chemical investigations having to do with the public health work and to perform such other work as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least five years' active practice and experience in chemistry. Graduation from a school of science of recognized reputation shall be considered as equivalent to two years' active practice in chemical and analytical work.
3. Knowledge of federal, state and municipal laws and ordinances, relating to chemical subjects.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$140.00 to \$160.00, inclusive.

Suggested Salary Rates: \$140.00, \$150.00, \$160.00.

Title of Position:

ELECTRICAL ENGINEERING TESTER

Classification: Laboratory Service—Grade III.

Definition of Duties:

The duties of **ELECTRICAL ENGINEERING TESTER**, which require a high degree of training and experience in electrical tests and involve the supervision of employes in the lower grades, are to be responsible under the Engineer in Charge (Illumination), for the testing of all materials, equipment and apparatus designed for use in connection with the City Distribution Lighting System, both in the Laboratory and in the field; to initiate and carry out special investigations and researches or difficult tests and to collect, analyze and record data for the maintenance and development of the lighting system, and to perform such other related work as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least five years' active practice and experience in electrical engineering and testing. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice in electrical engineering and testing.
3. Such additional qualifications as may be prescribed by the City Service Commission;

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$140.00 to \$160.00, inclusive.

Suggested Salary Rates: \$140.00, \$150.00, \$160.00.

Title of Position:

SENIOR PAVING CHEMIST

Classification: Laboratory Service—Grade III.

Definition of Duties:

The duties of **SENIOR PAVING CHEMIST**, which require a high degree of training, ability and experience in inorganic chemical

analyses, and which involve the supervision of employes in lower grades, are to be responsible under the Superintendent of Street Construction and Repairs, for the making of chemical and physical tests of supplies used by the city, such as asphalt, cement, sand, stone, oils, coal, paints, paper, soap and other materials and supplies.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least five years' active practice and experience in chemistry. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice in chemical work.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$140.00 to \$160.00, inclusive.

Suggested Salary Rates: \$140.00, \$150.00, \$160.00.

GRADE IV.—LABORATORY SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

CHIEF CHEMIST (SEWERAGE COMMISSION)

DIRECTOR OF THE BACTERIOLOGICAL LABORATORY
AND EPIDEMIOLOGY

Title of Position:

CHIEF CHEMIST (SEWERAGE COMMISSION)

Classification: Laboratory Service—Grade IV.

Definition of Duties:

The duties of CHIEF CHEMIST (SEWERAGE COMMISSION), which require the highest degree of technical training and specialized knowledge and experience in water and sewage purification analyses and experimentations, are to direct and be entirely responsible under the Chief Engineer (Sewerage Commission) for the bacteriological, chemical and engineering work at the sewage testing station; to perform or direct the most difficult tests and research work and experiments on sewage purification, sludge drying and manufacture of fertilizer; to advise on the designing of municipal sewage disposal works and to prepare reports on results obtained in connection with the testing and experimental work and perform such other special technical work as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. Full technical training in sanitary engineering and water and sewage purification and at least eight years' active practice and experience in connection therewith, of which at least three years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' practice in sanitary engineering and water and sewage purification work.
3. Familiarity with the results of experiments and researches on water and sewage purification.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$300.00 and above.

Title of Position:

**DIRECTOR OF THE BACTERIOLOGICAL LABORATORY
AND EPIDEMIOLOGY**

Classification: Laboratory Service—Grade IV.

Definition of Duties:

The duties of DIRECTOR OF THE BACTERIOLOGICAL LABORATORY AND EPIDEMIOLOGY, which require the highest degree of specialized knowledge and training in bacteriology, pathology and medicine, are to direct and be entirely responsible, under the Commissioner of Health, for the work in the Bacteriological Laboratory and in epidemiological surveys; to direct and be responsible for the work of Medical School Inspectors, Field Nurses, and Sanitary Inspectors—Contagious Diseases; to make special field investigations and visits to schools, consultations with physicians and visitors on health topics, conferences and lectures before social agencies and assemblies on health problems and to perform and direct the most difficult work in connection with epidemiology. (The work in connection with the Medical School Inspection service is assigned temporarily to this position.)

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. Thorough technical training and at least six years' active practice and experience in bacteriology, pathology, medicine and epidemiology. Graduation from a school of medicine of recognized reputation

shall be considered equivalent to two years' active practice in bacteriology, pathology, medicine and epidemiology.

3. Ability to give lectures and prepare papers on health topics.

4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$200.00 to \$240.00, inclusive.

Suggested Salary Rates: \$200.00, \$220.00, \$230.00, \$240.00.

LIBRARY SERVICE—CLASS D

The **Library Service** shall include those offices and positions in the city service whose incumbents are required to perform technical library duties connected with the administration and management of the Milwaukee Public Library, the Municipal Reference Library, and the Library Branches and other library activities, which require training and ability in library methods.

Compensation Note.

With a view of recognizing special training or experience in library work and methods and encouraging employes who have been certified and are working as probationers to take special training in the library school, employes who have qualified for Grade I or II in the Library Service on original entrance examination and have been certified to positions, may, during their probationary period, be appointed in the order of their certification at intermediate salary rates provided for the respective grades on the following basis:

For approved special training or experience in library work, methods and technique, which is considered as equivalent to active practice, appointments may be made at the salary rate, within the range of compensation provided for the grade, corresponding to the years of equivalent training or library service, provided that the efficiency of such appointees shall be above the required standing for such branch of the service, and provided further that credit for such special training and experience shall in no case be allowed in excess of two years in either Grade I or Grade II.

GRADE I.—LIBRARY SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the title:

JUNIOR LIBRARY ASSISTANT

Title of Position:

JUNIOR LIBRARY ASSISTANT

Classification: Library Service—Grade I.

Definition of Duties:

The duties of JUNIOR LIBRARY ASSISTANT, which require high school training and some elementary library school training and skill and accuracy but not necessarily much experience, are to perform, under supervision, simple library tasks in connection with the examining, shelving, arranging, circulating, receiving, mending, checking up, accessioning, filing and caring for books, manuscripts, documents and other library property as may be required.

Examples:

Selecting books for the public.
Assisting persons in stacks and putting up books.
Writing, assorting and counting book labels.
Writing and pasting pockets and labels on books.
Stamping, marking and perforating books.
Charging outgoing books—checking off incoming books.
Making out cards for new borrowers.
Keeping records of lost cards and tracing delinquents.
Having charge of cash register and making change for fines.
Renewing books over telephone.
Packing and unpacking books for and from branches.
Preparation of books and magazines for the public and checking and recording their return.
Making record of circulation.
Relief work in operating switchboard.
Accessioning and filing cards.
Collecting books from delinquents and tracing delinquents.
Collecting fines for mutilations, etc.

Qualifications:

1. Graduate of high school with literary courses.
2. At least one year of elementary library school training or other training or experience of equivalent character and standard.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$45.00 to \$65.00, inclusive.

Suggested Salary Rates: \$45.00, \$50.00, \$55.00, \$60.00, \$62.50, \$65.00.

GRADE II.—LIBRARY SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

SENIOR BRANCH LIBRARIAN

**SENIOR CATALOGUER
SENIOR LIBRARY ASSISTANT
SENIOR LIBRARY ASSISTANT (MUNICIPAL REFERENCE
LIBRARY)**

Title of Position:

SENIOR BRANCH LIBRARIAN

Classification: Library Service—Grade II.

Definition of Duties:

The duties of SENIOR BRANCH LIBRARIAN, which require training, experience and ability and fixed responsibility and which may or may not be supervisory, are to direct and be responsible, under the Director of the Library Extension, for the activities of the branch library and to perform related library and incidental clerical work as may be required.

Examples:

- Supervising branch library assistants.
- Passing on questions submitted for settlement at the branch library.
- Preparing and keeping records and reports.
- Receiving and transmitting money received for fines.
- Performing routine library work at branch, such as examining, shelving, arranging, receiving, accessioning, and mending of books, manuscripts, etc.
- Performing incidental clerical work as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. At least three years' experience in Grade I, or experience of equivalent character and standard. Graduation from a college or library school of recognized reputation shall be considered as equivalent to two years' experience in library work.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:

SENIOR CATALOGUER

Classification: Library Service—Grade II.

Definition of Duties:

The duties of SENIOR CATALOGUER, which require training and much experience and ability in difficult and responsible library work, are to classify and catalogue books, pamphlets and documents; to file catalogue cards and to perform other specialized library work; to give courses in classification, subject headings and cataloguing in the training class and to perform other specialized library work as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. At least three years' experience in Grade I, or experience of equivalent character and standard. Graduation from a college or library school of recognized reputation shall be considered as equivalent to two years' experience in library work.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:**SENIOR LIBRARY ASSISTANT**

Classification: Library Service—Grade II.

Definition of Duties:

The duties of SENIOR LIBRARY ASSISTANT, which require training, experience and ability and fixed responsibility and which may or may not be supervisory, are to perform difficult and responsible library work requiring knowledge and familiarity in the particular duties covered in the position to be filled.

Examples:

- Supervising history room part time.
- Supervising catalogue room part time.
- Supervising delivery room part time.
- Having charge of exchange room.
- Having charge of art room.
- Giving service to the public at the reference desk.
- Having charge of delinquent notices.
- Having charge of newspaper room.
- Assisting head of catalogue department in accessioning and shelf-listing books.

Selecting science books for patrons.

Selecting books for loans to public and parochial schools, branches and institutions.

Teaching in the training class.

Examining applications of borrowers.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. At least three years' experience in Grade I, or experience of equivalent character and standard. Graduation from a college or library school of recognized reputation shall be considered as equivalent to two years' experience in library work.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:

SENIOR LIBRARY ASSISTANT (MUNICIPAL REFERENCE LIBRARY)

Classification: Library Service—Grade II.

Definition of Duties:

The duties of SENIOR LIBRARY ASSISTANT (MUNICIPAL REFERENCE LIBRARY), which require training, experience and fixed responsibility and involve supervisory ability and specialized library work of the character and standard prescribed for Senior Library Assistant, Grade II, are to assist the Municipal Reference Librarian in the selection, securing, classifying and cataloguing of books and publications for the Municipal Reference Library. to aid in reference work for city officials and the public; to prepare reports on special subjects; to arrange entries in the Municipal Reference Library bulletin and the preparation of special indices; to order supplies and be responsible for the petty cash fund and to perform such other specialized library and incidental clerical work as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. At least three years' experience in Grade I, or experience of equivalent character and standard. Graduation from a college or library school of recognized reputation shall be considered as equivalent to two years' experience in library work.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

GRADE III.—LIBRARY SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

CURATOR OF BOOKS (MUSEUM LIBRARY).

HEAD OF DEPARTMENT (LIBRARY).

Title of Position:

CURATOR OF BOOKS (MUSEUM LIBRARY)

Classification: Library Service—Grade III.

Definition of Duties:

The duties of CURATOR OF BOOKS (MUSEUM LIBRARY), which require training, experience and wide knowledge of natural history and anthropology and considerable training in classifying, cataloguing and bibliography, are to be responsible, under the Director of the Museum, for the collection, classifying, cataloguing, preserving and filing of manuscripts, documents, publications and other records to be placed in the Museum Library; to correspond and conduct researches in connection with scientific societies and museums and to perform other related duties as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least two years of library service in Grade II or at least two years of experience in work of equivalent character and standard as prescribed for Grade II. Graduation from a college or library school of recognized reputation shall be considered as equivalent to two years' experience in library work in Grade II.
3. Specialized knowledge and familiarity in the particular duties and supervisory ability.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$107.50, \$110.00.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Title of Position:

HEAD OF DEPARTMENT (LIBRARY)

Classification: Library Service—Grade III.

Definition of Duties:

The duties of HEAD OF DEPARTMENT (LIBRARY), which require a high degree of training in library technique and special knowledge and experience in the particular duties and involve supervision of employes in the lower grades, are to direct and be responsible under the Assistant City Librarian for the activities of the library, and to perform independently other duties requiring a high degree of training and special library knowledge.

Examples:

- Acting as Head of the Art Department.
- Acting as Head of the Book Selection and Order Department.
- Acting as Head of the Cataloguing Department.
- Acting as Head of the History and Sociology Department.
- Acting as Head of the Literature Department.
- Acting as Head of the Reference Department.
- Acting as Head of the Science Department.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least two years of library service in Grade II or at least two years of experience in work of equivalent character and standard as prescribed for Grade II. Graduation from a college or library school of recognized reputation shall be considered as equivalent to two years' experience in library work in Grade II.
3. Specialized knowledge and familiarity in the particular duties covered in the respective positions.
4. Supervisory ability.
5. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$107.50, \$110.00.

GRADE IV.—LIBRARY SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ASSISTANT CITY LIBRARIAN

DIRECTOR OF LIBRARY EXTENSION

MUNICIPAL REFERENCE LIBRARIAN

Title of Position:

ASSISTANT CITY LIBRARIAN

Classification: Library Service—Grade IV.

Definition of Duties:

The duties of ASSISTANT CITY LIBRARIAN, which require a high degree of education, training and wide experience, are to exercise fixed responsibility, under the City Librarian, for the supervision of the several departments of the Main Library, including the supervision of employes in the lower grades; the training and assignment of substitute employes; the preparation of work schedules; observation of the character and demands of the community; enforcement of penalties for extreme delinquencies and to perform miscellaneous administrative, library work as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. Graduation from a college of recognized reputation and training in library procedure and technique.
3. At least two years' service in positions in Grade III or experience of similar character and standard as prescribed for positions in Grade III.
4. Administrative and executive ability.
5. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$140.00 to \$170.00, inclusive.

Suggested Salary Rates: \$140.00, \$150.00, \$160.00, \$165.00, \$170.00.

Title of Position:

DIRECTOR OF LIBRARY EXTENSION

Classification: Library Service—Grade IV.

Definition of Duties:

The duties of DIRECTOR OF LIBRARY EXTENSION, which require a high degree of education, training and wide experience, are to exercise fixed responsibility, under the City Librarian, for the supervision and direction of the city and county branch libraries and the work of circulation in private and public schools; to study and observe character and demands for library service and to extend the service as required and to perform miscellaneous administrative library work as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. Graduation from a college of recognized reputation and training in library procedure and technique.
3. At least two years' service in positions in Grade III or experience of similar character and standard as prescribed for positions in Grade III.
4. Administrative and executive ability,
5. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$140.00 to \$170.00, inclusive.

Suggested Salary Rates: \$140.00, \$150.00, \$160.00, \$165.00, \$170.00.

Title of Position:**MUNICIPAL REFERENCE LIBRARIAN**

Classification: Library Service—Grade IV.

Definition of Duties:

The duties of MUNICIPAL REFERENCE LIBRARIAN, which require a high degree of education and training in economics, sociology and legislation and require knowledge and experience in library work, are to exercise fixed responsibility, under the City Librarian, for the work of the Municipal Reference Library; to perform specialized technical work and researches bearing on city legislation; to prepare bibliographies, briefs and reports on municipal matters for city officials and the public and to assist in movements toward intelligent and progressive municipal action; to supervise the care and keeping of municipal information; to publish the municipal bulletin and to perform other related Municipal Reference Library work as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.

2. Graduation from a college of recognized reputation and training in economics, sociology and municipal legislation.

3. At least two years' service in Grade III or experience in library work of similar character and standard as prescribed for positions in Grade III.

4. Administrative and technical ability.

5. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$140.00 to \$170.00, inclusive.

Suggested Salary Rates: \$140.00, \$150.00, \$160.00, \$165.00, \$170.00.

GRADE V.—LIBRARY SERVICE: Shall include the following position, the specifications of duties, responsibilities and requirements of which are set forth under the title:

CITY LIBRARIAN

Title of Position:

CITY LIBRARIAN

Classification: Library Service—Grade V.

Definition of Duties:

The duties of CITY LIBRARIAN, which require the highest degree of specialized library and business training and executive ability, are to direct and assume complete responsibility, under the Board of Trustees, for the activities and property of the Milwaukee Public Library, the Municipal Reference Library and other related units of organization; to be and act as Ex-Officio Secretary to the Board of Trustees of the Public Library and to perform such other related duties as may be required of him by the Board and the committees thereof.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade IV.
2. At least three years of active practice and experience in positions in Grade IV or experience of equivalent character and standard.
3. Business and executive ability.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade IV having the necessary qualifications and experience.

Suggested Range of Compensation: \$350.00 and above.

MEDICAL SERVICE—CLASS E

The **Medical Service** shall include those offices and positions in the city service whose incumbents are required to perform services in the care and treatment of the sick in apprentice, routine, advisory or administrative capacity and which are based upon the established principles of and require training or practice in medicine, surgery, dentistry or veterinary science, or in work relating to such professional practices.

GRADE I.—MEDICAL SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

(Note: Grade I is established in the event of the creation of positions having duties such as are commonly assigned to Medical Internes and Assistant House Physicians.)

GRADE II.—MEDICAL SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ASSISTANT MEDICAL SUPERINTENDENT

(TUBERCULOSIS SANATORIA)

DENTIST

PHYSICIAN AND SURGEON

RESIDENT PHYSICIAN (JOHNSTON EMERGENCY
HOSPITAL)

RESIDENT PHYSICIAN (SOUTH VIEW HOSPITAL)

VACCINATOR

VETERINARY SURGEON

Title of Position:

ASSISTANT MEDICAL SUPERINTENDENT (TUBERCULOSIS
SANATORIA)

Classification: Medical Service—Grade II.

Definition of Duties:

The duties of ASSISTANT MEDICAL SUPERINTENDENT (TUBERCULOSIS SANATORIA), which require special training and experience and professional ability in tuberculosis and differential diagnosis, are to assist the Medical Superintendent in the examination, diagnosis and treatment of cases of tuberculosis in patients confined in the Sanatoria; to assist in diagnosing cases at the several diagnostic stations and distributing patients to the proper institutions, to have

charge and be responsible for the administration of the Sanatoria in the absence of the Medical Superintendent and to perform other related work as may be assigned.

Qualifications:

1. Graduation in medicine from a medical school of recognized reputation and a certificate to practice medicine.
2. Special training and experience in tuberculosis and differential diagnosis.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$125.00 to \$145.00, inclusive.

Suggested Salary Rates: \$125.00, \$130.00, \$135.00, \$140.00, \$145.00.

(Note: Physicians' coats are furnished by the city.)

Title of Position:

DENTIST

Classification: Medical Service—Grade II.

Definition of Duties:

The duties of DENTIST, which require a high degree of dental skill, are to perform all operations and give treatments common to general dental practice to school children who are referred to the School Dental Clinic.

Qualifications:

1. Graduation in dentistry from a dental college of recognized reputation and a certificate to practice dentistry.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$115.00 to \$135.00, inclusive.

Suggested Salary Rates: \$115.00, \$125.00, \$130.00, \$135.00.

Title of Position:

PHYSICIAN AND SURGEON

(Unclassified Civil Service)

Classification: Medical Service—Grade II.

Definition of Duties:

The duties of PHYSICIAN AND SURGEON, which require training, wide experience and a high order of professional ability and skill, are to examine and give such medical and surgical care and treatment to sick, injured or disabled members of the Fire or Police Departments, or to public charges, to make special investigations and to give medical advice and consultation service, as may be required.

Examples:

Physician and Surgeon (Fire Department).
Physician and Surgeon (Police Department).

Qualifications:

1. Graduation in medicine and surgery from a school of recognized standing and a recognized certificate to practice medicine and surgery.
2. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$70.00 to \$90.00, inclusive, for part time service.

Suggested Salary Rates: \$70.00, \$80.00, \$85.00, \$90.00, for part time service.

Title of Position:

RESIDENT PHYSICIAN (JOHNSTON EMERGENCY HOSPITAL)

Classification: Medical Service—Grade II.

Definition of Duties:

The duties of RESIDENT PHYSICIAN (JOHNSTON EMERGENCY HOSPITAL), which require medical training and at least one year's hospital internship, are to exercise independent judgment and to be responsible, under the Board of Trustees, Medical Staff and the Superintendent, for the admission to and care of all persons in the hospital; to treat minor cases, to assist staff physicians and surgeons in major cases; to perform laboratory and X-ray work and to meet emergencies and conduct other medical work of the hospital as required.

Qualifications:

1. Graduation in medicine from a medical school of recognized reputation, at least one year's hospital internship and a certificate to practice medicine.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive, with board, laundry and lodging.

Suggested Salary Rates: \$90.00, \$100.00, \$105.00, \$110.00, with board, laundry and lodging.

Title of Position:

RESIDENT PHYSICIAN (SOUTH VIEW HOSPITAL)

Classification: Medical Service—Grade II.

Definition of Duties:

The duties of RESIDENT PHYSICIAN (SOUTH VIEW HOSPITAL), which require special training, experience and professional ability in contagious disease work, are to be responsible, under the Medical Superintendent, for the examination, diagnosis, care and treatment of cases of communicable diseases in hospital patients; to make hospital rounds; to make microscopic tests and perform intubations; to make diagnoses of cases of contagious diseases outside of the hospital and to make inspection in scarlet fever recovery cases for release from quarantine.

Qualifications:

1. Graduation in medicine from a medical school of recognized reputation and a certificate to practice medicine.

2. Special knowledge and professional ability in contagious disease work and ability to perform intubations and to make microscopic diagnoses.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$115.00 to \$135.00, inclusive, with board, laundry and lodging.

Suggested Salary Rates: \$115.00, \$120.00, \$125.00, \$130.00, \$135.00, with board, laundry and lodging.

Title of Position:

VACCINATOR

Classification: Medical Service—Grade II.

Definition of Duties:

The duties of VACCINATOR, which require training, knowledge and some experience in the medical profession, are to vaccinate children in schools, institutions and private homes as required.

Qualifications:

1. Graduation in medicine from a medical school of recognized reputation and a certificate to practice medicine.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$5.00 per day as required.

Title of Position:

VETERINARY SURGEON
(Unclassified Civil Service)

Classification: Medical Service—Grade II.

Definition of Duties:

The duties of VETERINARY SURGEON, which require training and wide experience in Veterinary medicine and surgery, are to prevent and treat diseases of horses and to treat injured horses of the various city departments (Fire, Police, Water, Sewer and Bridges and Public Buildings Departments and the Park Board); to examine and certify to the soundness of horses purchased for the city departments; to give professional judgment on horses as may have become un-serviceable for further use as a result of injury, sickness or old age; to attend and take care of horses responding on all second and third alarms of fire and to perform other related work involved in caring for the health of horses belonging to city departments.

Qualifications:

1. Licensed Veterinary Surgeon.
2. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$70.00 to \$90.00, inclusive, for part time service.

Suggested Salary Rates: \$70.00, \$80.00, \$85.00, \$90.00, for part time service.

GRADE III.—MEDICAL SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

MEDICAL SUPERINTENDENT (CHILD WELFARE)

MEDICAL SUPERINTENDENT (SOUTH VIEW HOSPITAL)

MEDICAL SUPERINTENDENT (TUBERCULOSIS
SANATORIA)

Title of Position:

MEDICAL SUPERINTENDENT (CHILD WELFARE)

Classification: Medical Service—Grade III.

Definition of Duties:

The duties of MEDICAL SUPERINTENDENT (CHILD WELFARE), which require a high degree of medical training and much experience and ability in pediatrics and child welfare work, are to assume fixed responsibility, under the Commissioner of Health, for the conduct of medical and inspectional work in connection with child welfare; to supervise nurses and other assistants and to give relief service at the Isolation Hospital; to supervise school hygiene; to treat sick infants of indigent families and cases of ophthalmia in babies; to perform vaccinations; to make inspections of child welfare institutions, lying-in

hospitals, maternity homes and baby farms; to have supervision of midwives; to conduct bi-monthly classes at Child Welfare Stations and generally to direct, supervise, inspect and assume responsibility for the administration of the Child Welfare Division.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least two years' experience in positions in Grade II, or equivalent experience of similar character and standard.
3. Special knowledge and ability of pediatrics and child welfare work and supervisory ability.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$165.00, \$170.00, \$175.00, \$180.00.

Title of Position:

MEDICAL SUPERINTENDENT (SOUTH VIEW HOSPITAL)

Classification: Medical Service—Grade III.

Definition of Duties:

The duties of MEDICAL SUPERINTENDENT (SOUTH VIEW HOSPITAL), which require a high degree of medical training and much experience and ability in the treatment of contagious diseases, are to direct, supervise and assume complete responsibility, under the Commissioner of Health, for the administration of the South View Hospital; to make examinations and diagnoses and to treat hospital patients; to control the general conditions of buildings and grounds; to visit homes and institutions to verify diagnoses of contagious disease cases; to determine fitness of cases to be transferred to the hospital; to inspect scarlet fever recovery cases for release from quarantine, and to have general supervision of the work of hospital staff and field nurses.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least two years' experience in Grade II or equivalent experience of similar character and standard.
3. Special knowledge and ability in contagious disease practice and in hospital management, and administrative and supervisory ability.

4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$180.00 to \$210.00, inclusive (with automobile maintenance).

Suggested Salary Rates: \$180.00, \$190.00, \$200.00, \$210.00.

Title of Position:

MEDICAL SUPERINTENDENT (TUBERCULOSIS SANATORIA)

Classification: Medical Service—Grade III.

Definition of Duties:

The duties of MEDICAL SUPERINTENDENT (TUBERCULOSIS SANATORIA), which require a high degree of medical training and much experience and ability in tuberculosis and differential diagnosis, are to direct, supervise and assume complete responsibility, under the Commissioner of Health, for the administration of the Blue Mound Sanatorium and Preventorium; to examine, diagnose and treat patients; to supervise laboratory work; to outline and enforce discipline and mental recreation of patients; to control the general conditions of buildings and grounds; to act as Chief Physician at the Central Diagnostic Station; to supervise Field Nurses engaged in preventive work; to lecture to schools and societies and to confer with public agencies and persons relative to the control and betterment of tuberculosis conditions.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least two years' experience in positions in Grade II, or equivalent experience of similar character and standard.
3. Special knowledge and ability in tuberculosis and differential diagnosis, and in hospital management and administration.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$190.00 to \$220.00, inclusive (with automobile maintenance).

Suggested Salary Rates: \$190.00, \$210.00, \$220.00.

MUSEUM SERVICE—CLASS F

The Museum Service shall include those offices and positions in the city service whose incumbents are required to perform technical museum duties connected with the administration, operation, equipping of the Public Museum, to insure effective display of exhibits of same; to exercise responsible care and management of the property belonging to the Public Museum and to perform other museum activities requiring technical education, training or experience in one or more of the following branches: Zoology, Anthropology, Botany, Geology, Mammology, Ornithology, Paleontology and related sciences.

GRADE I.—MUSEUM SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

HELPER IN ANTHROPOLOGY

HELPER IN INVERTEBRATE ZOOLOGY

MUSEUM HELPER.

Title of Position:

HELPER IN ANTHROPOLOGY

Classification: Museum Service—Grade I.

Definition of Duties:

The duties of HELPER IN ANTHROPOLOGY are to assist in the numbering, installing, cataloguing, storing and otherwise handling of specimens and collections in the Department of Anthropology; to perform office work including passepartouting and assembling of slides for lectures and to perform such other incidental work as may be required.

Qualifications:

1. Education equivalent to high school graduate or training and experience in museum work and care of exhibits, specimens and collections, considered as equivalent.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$60.00 to \$80.00, inclusive.

Suggested Salary Rates: \$60.00, \$65.00, \$70.00, \$75.00, \$77.50, \$80.00.

Title of Position:

HELPER IN INVERTEBRATE ZOOLOGY

Classification: Museum Service—Grade I.

Definition of Duties:

The duties of **HELPER IN INVERTEBRATE ZOOLOGY** are to assist in the mounting, cataloguing and care of dead birds, fishes and other invertebrate animals for the purpose of exhibition; to assist in the keeping of office records in connection therewith and to perform such other work as may be required.

Qualifications:

1. Education equivalent to high school graduate or training and experience in museum work and care of exhibits, specimens and collections, considered as equivalent.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$60.00 to \$80.00, inclusive.

Suggested Salary Rates: \$60.00, \$65.00, \$70.00, \$75.00, \$77.50, \$80.00.

Title of Position:

MUSEUM HELPER

Classification: Museum Service—Grade I.

Definition of Duties:

The duties of **MUSEUM HELPER** are to assist in the preparation and building of groups and frame-work for specimens; to assist in the mounting of fossils and other specimens; to make models, casts, or to perform other duties in connection with the preparation and repair of material for museum display.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$60.00 to \$80.00, inclusive.

Suggested Salary Rates: \$60.00, \$65.00, \$70.00, \$75.00, \$77.50, \$80.00.

GRADE II.—MUSEUM SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ARTIST—ANTHROPOLOGY

ARTIST AND PLANT MODELER

ASSISTANT IN ANTHROPOLOGY

ASSISTANT IN BOTANY

ASSISTANT IN GEOLOGY

ASSISTANT IN TAXIDERMY

Title of Position:

ARTIST—ANTHROPOLOGY

Classification: Museum Service—Grade II.

Definition of Duties:

The duties of ARTIST-ANTHROPOLOGY, which require technical art training and experience in painting and modeling in various mediums, are to make drawings and paintings of anthropological specimens, to make models, to restore specimens for exhibition and to perform related work as may be required.

Qualifications:

1. Thorough technical art training and wide experience in painting and modeling in various mediums.

2. At least five years of active practice and experience in painting and modeling in various mediums. Graduation from an art school of recognized reputation shall be considered as equivalent to two years' active practice.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$130.00 to \$160.00, inclusive.

Suggested Salary Rates: \$130.00, \$140.00, \$150.00, \$160.00.

Title of Position:

ARTIST AND PLANT MODELER

Classification: Museum Service—Grade II.

Definition of Duties:

The duties of ARTIST AND PLANT MODELER, which require technical art training and experience in painting and modeling, are to make drawings and paintings, wax and other models of botanical specimens; to repair, paint and restore such specimens for exhibition and to perform other related work as may be required.

Qualifications:

1. Technical art training and experience in moulding, modeling, casting and painting in various mediums.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$120.00, inclusive.

Suggested Salary Rates: \$90.00, \$100.00, \$105.00, \$110.00, \$115.00, \$120.00.

Title of Position:

ASSISTANT IN ANTHROPOLOGY

Classification: Museum Service—Grade II.

Definition of Duties:

The duties of ASSISTANT IN ANTHROPOLOGY, which require technical training, ability and knowledge of the science and literature of anthropology, are to collect, determine, install and catalogue anthropological specimens; to prepare papers and give lectures on anthropological subjects; to exercise general care over departmental collections and to perform other related duties as may be required.

Qualifications:

1. Technical training and knowledge of the science and literature of anthropology.
2. Field and museum experience and the collection, handling, cataloguing and installing of specimens.
3. Ability to prepare papers and give lectures on anthropological subjects.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$120.00, inclusive.

Suggested Salary Rates: \$90.00, \$100.00, \$105.00, \$110.00, \$115.00, \$120.00.

Title of Position:

ASSISTANT IN BOTANY

Classification: Museum Service—Grade II.

Definition of Duties:

The duties of ASSISTANT IN BOTANY, which require technical training, ability and experience in botany, are to study, identify and preserve botanical specimens; to distribute plants in the herbarium; to assist in the preparation and installation of exhibits; to prepare papers and give lectures on botanical subjects and to perform other related work as may be required.

Qualifications:

1. Technical training in botany.
2. Field and museum experience in collection, handling and preparation of specimens.
3. Ability to prepare papers and give lectures on botanical subjects.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$120.00, inclusive.

Suggested Salary Rates: \$90.00, \$100.00, \$105.00, \$110.00, \$115.00, \$120.00.

Title of Position:

ASSISTANT IN GEOLOGY

Classification: Museum Service—Grade II.

Definition of Duties:

The duties of ASSISTANT IN GEOLOGY, which require technical training, ability and experience in mineralogy, chemistry and geology, are to collect, classify, study and prepare botanical specimens; to catalogue and prepare descriptive data on such specimens, to give advice in reference to geological and related problems and to perform other related work as may be required.

Qualifications:

1. Technical training in mineralogy, chemistry and geology.
2. Field and museum experience in the collection, classification, cataloguing and preparation of geological specimens.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$120.00, inclusive.

Suggested Salary Rates: \$90.00, \$100.00, \$105.00, \$110.00, \$115.00, \$120.00.

Title of Position:

ASSISTANT IN TAXIDERMY

Classification: Museum Service—Grade II.

Definition of Duties:

The duties of ASSISTANT IN TAXIDERMY, which require training, ability and practical experience in the various branches of taxidermy, are to clean, skin, prepare and assist in the mounting of dead birds, fishes and animals for the purpose of exhibition; to assist the Chief Taxidermist in the mounting of larger animals and preparing group specimens and to perform other related work as may be required.

Qualifications:

1. Training, ability and practical experience in the various branches of taxidermy.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$120.00, inclusive.

Suggested Salary Rates: \$90.00, \$100.00, \$105.00, \$110.00, \$115.00, \$120.00.

GRADE III.—MUSEUM SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

CHIEF TAXIDERMIST

CURATOR OF ANTHROPOLOGY

CURATOR OF BOTANY

CURATOR OF EDUCATION

CURATOR OF INVERTEBRATE ZOOLOGY

Title of Position:

CHIEF TAXIDERMIST

Classification: Museum Service—Grade III.

Definition of Duties:

The duties of CHIEF TAXIDERMIST, which require technical training and a high degree of specialized knowledge and much experience in taxidermy, are to mount dead birds, fishes and animals for the purpose of exhibition, including the grouping of specimens with natural surroundings; to supervise the work of assistants; to make field studies and collect specimens and to be responsible, under the Director, for the care of such specimens.

Qualifications:

1. The minimum qualifications prescribed for Assistant in Taxidermy of Grade II.
2. At least five years' active practice and experience in work of the character and standard of Assistant in Taxidermy of Grade II, or experience considered of equivalent character and standard.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$140.00 to \$170.00, inclusive.

Suggested Salary Rates: \$140.00, \$150.00, \$160.00, \$165.00, \$170.00.

Title of Position:

CURATOR OF ANTHROPOLOGY

Classification: Museum Service—Grade III.

Definition of Duties:

The duties of CURATOR OF ANTHROPOLOGY, which require technical training and a high degree of specialized knowledge and much experience in the various branches of anthropology, are to direct and be responsible, under the Director, for the work of employes in the Department of Anthropology, including the studying, assembling, cataloguing, labeling and modeling of specimens, exhibits and groups; to prepare reports and bulletins on various exhibits of the department, embodying the results of special field research; to carry on anthropological field surveys; to collect specimens, materials and historical data from original sources and give lectures and instruct on anthropological subjects.

Qualifications:

1. The minimum qualifications prescribed for Assistant in Anthropology, Grade II.
2. At least five years' active practice and experience in work of the character and standard of Assistant in Anthropology of Grade II, or experience considered of equivalent character and standard.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$190.00 to \$220.00, inclusive.

Suggested Salary Rates: \$190.00, \$200.00, \$210.00, \$215.00, \$220.00.

Title of Position:**CURATOR OF BOTANY**

Classification: Museum Service—Grade III.

Definition of Duties:

The duties of CURATOR OF BOTANY, which require technical training and a high degree of knowledge and much experience in botany, are to collect, identify and study botanical exhibits and materials; to supervise the work of botanical assistants; to prepare papers and give lectures on botanical subjects; to give advice and information in connection therewith and to perform related technical and incidental office work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Assistant in Botany, Grade II.
2. At least five years' active practice and experience in work of

the character and standard of Assistant in Botany, of Grade II, or experience considered of equivalent character and standard.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$140.00 to \$170.00, inclusive.

Suggested Salary Rates: \$140.00, \$150.00, \$160.00, \$165.00, \$170.00.

Title of Position:

CURATOR OF EDUCATION

Classification: Museum Service—Grade III.

Definition of Duties:

The duties of CURATOR OF EDUCATION, which require training and ability and a high degree of specialized knowledge and experience in natural history and pedagogy and in public speaking, are to direct and be responsible, under the Director, for the planning and supervision of the educational work of the Public Museum; to prepare and deliver illustrated lectures and talks to school children and the general public; to supervise the photographic work of the museum; to make and color lantern slides and to write descriptive texts to accompany same; to conduct field parties for science clubs and the general public and to perform other administrative and specialized technical, educational museum work as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least five years' active practice and experience in museum educational work and in natural history and pedagogy. Graduation and a degree in natural history and pedagogy from a university or college of recognized reputation shall be considered as two years' active practice.
3. Ability to prepare papers and give lectures on natural history and pedagogy.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$190.00 to \$220.00, inclusive.

Suggested Salary Rates: \$190.00, \$200.00, \$210.00, \$215.00, \$220.00.

Title of Position:

CURATOR OF INVERTEBRATE ZOOLOGY

Classification: Museum Service—Grade II.

Definition of Duties:

The duties of CURATOR OF INVERTEBRATE ZOOLOGY, which require training, ability and a high degree of specialized knowledge in zoology and botany, are to direct and be responsible, under the Director, for the care and supervision of exhibits and the collection of fishes, reptiles and invertebrate animals; to supervise the work of assistants in the lower grades in this department in designing, constructing and installing of exhibits and specimens and the identifying, cataloguing, labeling and mounting of specimens, exhibits and collections; to make field studies for the collection of necessary material for exhibits and loan collections; to prepare papers and give lectures in connection therewith and to perform other technical and incidental administrative work in the preparation of reports, records and correspondence as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. At least five years' active practice and experience in museum educational work and in natural history and pedagogy. Graduation and a degree in natural history and pedagogy from a university or college of recognized reputation shall be considered as two years' active practice.
3. Ability to prepare papers and give lectures on natural history and pedagogy.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$140.00 to \$170.00, inclusive.

Suggested Salary Rates: \$140.00, \$150.00, \$160.00, \$165.00, \$170.00.

GRADE IV.—MUSEUM SERVICE: Shall include the following position, the specifications of duties, responsibilities and requirements of which are set forth under the title:

DIRECTOR OF PUBLIC MUSEUM

Title of Position:

DIRECTOR OF PUBLIC MUSEUM

Classification: Museum Service—Grade IV.

Definition of Duties:

The duties of DIRECTOR OF PUBLIC MUSEUM, which require the highest degree of scientific and business training and ability and specialized knowledge and experience in museum technique and management, are to exercise full responsibility, under the Board of Trustees of the Public Museum, for all of the activities in the Public Museum; in its functional and physical extensions, the hiring and supervision of employes and the purchasing of important specimens; the preparation of reports and scientific articles and the delivery of public lectures; to act as Secretary of the Board of Trustees and all of its committees and, as such, to draw specifications and contracts and to represent the Board before the public, Common Council Committees, etc.; to act as Curator of the branches of mammology, ornithology, paleontology and geology, and to supervise all work in these divisions; and which may involve field collection of specimens and their preparation for exhibition.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. Long experience in museum and field work.
3. Executive and business ability and experience.
4. Such additional qualifications as may be prescribed by the Board of Trustees of the Public Museum and the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$300.00 and above.

NURSING SERVICE—CLASS G

The Nursing Service shall include those positions in the city service whose incumbents are required to perform such services in the care, nursing and administering of treatment to the sick, injured and mentally defective patients confined in the city hospitals and in the investigating, reporting, prevention and correction of conditions unfavorable to the health of school children, individuals or communities as may normally be performed by nurses.

GRADE I.—NURSING SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles.

DENTAL ASSISTANT

PUPIL NURSE.

Title of Position:

DENTAL ASSISTANT

Classification: Nursing Service—Grade I.

Definition of Duties:

The duties of DENTAL ASSISTANT, which require some training in a dental office but not necessarily much experience, are to assist at the dental chair in the Free Dental Dispensary; to keep records of children attending the dispensary; to make appointments; to sterilize instruments and to keep the office in a sanitary condition.

Qualifications:

1. Training in a dental office.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$45.00 to \$60.00, inclusive.

Suggested Salary Rates: \$45.00, \$50.00, \$55.00, \$57.50, \$60.00.

Title of Position:

PUPIL NURSE

Classification: Nursing Service—Grade I.

Definition of Duties:

The duties of PUPIL NURSE, which require some instruction and training but not necessarily much experience, are to perform routine nursing, under supervision, and to assist in general floor nursing and surgical work in the care and treatment of patients.

Examples:

Assisting in general floor nursing.

Qualifications:

1. Ability in routine floor nursing.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$20.00 to \$35.00, inclusive, with board, laundry and lodging.

Suggested Salary Rates: \$20.00, \$30.00, \$35.00, with board, laundry and lodging.

GRADE II.—NURSING SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

FIELD NURSE
GRADUATE NURSE
HOSPITAL TEACHER
SCHOOL NURSE

Title of Position:

FIELD NURSE

Classification: Nursing Service—Grade II.

Definition of Duties:

The duties of FIELD NURSE, which require full practical training and experience in nursing and ability in social service work, are to perform, under supervision, field nursing and social service work, as may be required in the investigation, reporting, prevention and correction of diseases or conditions unfavorable to the health or welfare of school children, individuals, or communities.

Examples:

Instructing mothers in prenatal and postnatal work.

Working on station and home infant hygiene.

Investigating recorded and suspicious cases of tuberculosis, arranging for the entry of such cases to the diagnostic stations or sanatoria, giving advice as to sanitary living and assisting in finding employment.

Establishing and raising of quarantine.

Taking throat and nose cultures and administration of antitoxin.

Examining children in parochial schools and class rooms and administering emergency dressings.

Visiting homes of school children and instructing in the care of children and in the prevention and correction of diseases.

Qualifications:

1. Registered nurse, graduate of a hospital of recognized reputation.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$77.50, \$80.00, \$82.50, \$85.00.
(Expense of uniforms, \$50.00 to \$60.00 per year, paid by Field Nurses.)

Title of Position:

GRADUATE NURSE

Classification: Nursing Service—Grade II.

Definition of Duties:

The duties of GRADUATE NURSE, which require full practical training and experience in nursing, care and treatment of the sick or infirm, are to perform, under supervision, routine nursing in city hospitals and sanatoria; to keep necessary clinical and ward records and to perform other work incident to the health, comfort and safety of persons under their supervision.

Examples:

Taking and recording temperatures, pulse and respiration.
Administering medicine and other treatment as ordered.
Watching and nursing patients in the psychopathic ward.
Dressing minor surgical operations.
Making rounds with the physicians.
Bathing, dressing, feeding, observing and exercising patients.
Cleaning wards and utensils, making beds, changing linen, etc.
Keeping daily clinical records.
Teaching household duties and first aid.
Rendering laboratory assistance, such as staining of sputum, etc.

Qualifications:

1. Registered nurse, graduate of a hospital of recognized reputation.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$60.00 to \$75.00, inclusive, with board, or \$55.00 to \$70.00, inclusive, with board, laundry and lodging.

Suggested Salary Rates: \$60.00, \$65.00, \$67.50, \$70.00, \$72.50, \$75.00, (with board), or, \$55.00, \$60.00, \$62.50, \$65.00, \$67.50, \$70.00, (with board, laundry and lodging).

Title of Position:

HOSPITAL TEACHER

Classification: Nursing Service—Grade II.

Definition of Duties:

The duties of HOSPITAL TEACHER, which require training and experience in teaching and involve responsibility for the care and custody of children, are to instruct children confined in the Preventorium in regular school branches and manual arts; to supervise recreational work and play; to conduct nature study walks, and to arouse interest among the children in healthful physical and mental living.

Qualifications:

1. Teacher's certificate, with practical experience in teaching.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$55.00 to \$70.00, inclusive, with board, laundry and lodging.

Suggested Salary Rates: \$55.00, \$60.00, \$62.50, \$65.00, \$67.50, \$70.00, (with board, laundry and lodging).

Title of Position:

SCHOOL NURSE

Classification: Nursing Service—Grade II.

Definition of Duties:

The duties of SCHOOL NURSE, which require full practical training and experience in the nursing and care of children and knowledge and experience in social service work, are to perform, under supervision, school nursing and social service work as may be required in the investigation, prevention and correction of diseases in school children.

Examples:

Detecting contagious diseases among school children.

Visiting and following up cases in the homes of the excluded children.

Taking children to and from hospitals and dispensaries, etc.

Visiting and giving instructions to parents as to the proper care of children.

Qualifications:

1. Registered nurse, graduate of a hospital of recognized reputation.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$77.50, \$80.00, \$82.50, \$85.00.

GRADE III.—NURSING SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

SENIOR FIELD NURSE

SENIOR HOSPITAL NURSE

SENIOR HOSPITAL NURSE (NIGHT)

SENIOR HOSPITAL NURSE AND MATRON

SENIOR SCHOOL NURSE
SENIOR SURGICAL NURSE

Title of Position:

SENIOR FIELD NURSE

Classification: Nursing Service—Grade III.

Definition of Duties:

The duties of SENIOR FIELD NURSE, which require executive and supervisory ability and much experience in nursing and social service work, are to have charge and be responsible, under Chief of the Division, for the work of Field Nurses in an assigned district of the city; to distribute cases; to follow up and assist nurses in difficult cases; to control the amount of relief advised; to give lectures before assemblies and societies; to cooperate with the various social agencies of the city, and to perform other related work as required.

Qualifications:

1. The minimum qualifications prescribed for position of Field Nurse in Grade II.
2. At least two years' experience in Grade II or equivalent experience of the character and standard of Grade II.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Field Nurses in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$100.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$97.50, \$100.00. (Expense of uniforms, \$50.00 to \$60.00 per year, paid by Senior Field Nurses.)

Title of Position:

SENIOR HOSPITAL NURSE

Classification: Nursing Service—Grade III.

Definition of Duties:

The duties of SENIOR HOSPITAL NURSE, which require executive and supervisory ability and much experience in nursing and the care and treatment of the sick, are to take charge and be responsible, under the Hospital Superintendent, for the nursing work during a definite period or for a group of wards; to have charge of the care and upkeep of wards, laboratory, hospital utensils and other hospital supplies; to prepare prescribed reports and perform clerical work at the hospital and to perform other nursing and supervisory duties as required.

Examples:

Supervising nursing work and other employees.
Caring for drugs, cleanliness of wards, hospital utensils, etc.
Preparing reports and performing other hospital clerical work.
Assuming charge of operating and receiving room during the absence of surgical nurse.

Qualifications:

1. The minimum qualifications prescribed for Graduate Nurses in Grade II.
2. At least two years' experience in Grade II or equivalent experience in work of the character and standard of Grade II.
3. Ability to prepare reports and to perform incidental hospital clerical work.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Graduate Nurses in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$75.00 to \$90.00, inclusive, with board, laundry and lodging, or \$80.00 to \$95.00, inclusive, with board and laundry.

Suggested Salary Rates: \$75.00, \$80.00, \$82.50, \$85.00, \$87.50, \$90.00, with board, laundry and lodging, or \$80.00, \$85.00, \$87.50, \$90.00, \$92.50, \$95.00, with board and laundry.

Title of Position:

SENIOR HOSPITAL NURSE (NIGHT)

Classification: Nursing Service—Grade III.

Definition of Duties:

The duties of SENIOR HOSPITAL NURSE (NIGHT), which require training and experience of the same character and standard as that of Senior Hospital Nurse of this grade, are to assume entire charge of and be responsible for the conduct of the hospital during the night and to perform work of the same character and standard as that of Senior Hospital Nurse of this grade.

Qualifications:

1. The minimum qualifications prescribed for position of Graduate Nurses in Grade II.
2. At least two years' experience in Grade II or equivalent experience of the character and standard of Grade II.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Graduate nurses in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$95.00, inclusive, with board and laundry.

Suggested Salary Rates: \$80.00, \$85.00, \$87.50, \$90.00, \$92.50, \$95.00, with board and laundry.

Title of Position:

SENIOR HOSPITAL NURSE AND MATRON

Classification: Nursing Service—Grade III.

Definition of Duties:

The duties of SENIOR HOSPITAL NURSE AND MATRON, which require executive and supervisory ability and much experience in nursing and the care and treatment of the sick, are to have charge of and be responsible, under the Medical Superintendent, for the general supervision of the employes and of the South View Hospital, Preventorium or the Blue Mound Sanatorium.

Examples:

Supervising and carrying out physicians' orders as regards patients.
Supervising institution in the absence of Medical Superintendent.
Preparing dietary, general and special.
Taking care and nursing of patients.
Making reports, keeping records and performing other clerical work.
Ordering and distributing hospital supplies and materials.
Keeping buildings and grounds in order.
Supervising other hospital help.

Qualifications:

1. The minimum qualifications prescribed for Graduate Nurses in Grade II.
2. At least two years' experience in Grade II, or equivalent experience in work of the character and standard of Grade II.
3. Supervisory ability and ability to take entire charge of institution.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II or III having the necessary qualifications and experience.

Suggested Range of Compensation: \$85.00 to \$100.00, inclusive, with board, laundry and lodging.

Suggested Salary Rates: \$85.00, \$90.00, \$95.00, \$97.50, \$100.00, with board, laundry and lodging.

Title of Position:

SENIOR SCHOOL NURSE

Classification: Nursing Service—Grade III.

Definition of Duties:

The duties of SENIOR SCHOOL NURSE, which require executive and supervisory ability and much experience in nursing and in social service work, are to have charge of and be responsible, under the Director of School Hygiene, for the work of School Nurses; to follow up and assist the School Nurses in difficult cases; to give lectures before assemblies and societies; to cooperate with social agencies of the city and perform other related work as required.

Qualifications:

1. The minimum qualifications prescribed for positions of School Nurses in Grade II.
2. At least two years' experience in Grade II or equivalent experience of the character and standard of Grade II in other services.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

School Nurses in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$100.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$97.50, \$100.00.

Title of Position:

SENIOR SURGICAL NURSE

Classification: Nursing Service—Grade III.

Definition of Duties:

The duties of SENIOR SURGICAL NURSE, which require much experience and knowledge in managing an operating room and involve supervisory ability, are to have charge of and be responsible, under the Hospital Superintendent, for the conduct of the receiving and operating room; to assist Attending Surgeons; to keep sufficient quantity of surgical supplies sterilized to meet any emergency, and in addition to have charge of the hospital floor during the absence of the Senior Hospital Nurse.

Qualifications:

1. The minimum qualifications prescribed for and one year's experience as Hospital Nurse in Grade II.
2. Supervisory ability and experience in managing an operating room.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Graduate Nurses in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$75.00 to \$90.00, inclusive, with board, laundry and lodging.

Suggested Salary Rates: \$75.00, \$80.00, \$82.50, \$85.00, \$87.50, \$90.00, with board, laundry and lodging.

GRADE IV.—NURSING SERVICE: Shall include the following office, the specifications of duties, responsibilities and qualifications of which are set forth under the title:

SUPERINTENDENT (JOHNSTON EMERGENCY HOSPITAL)

Title of Position:

SUPERINTENDENT (JOHNSTON EMERGENCY HOSPITAL)

Classification: Nursing Service—Grade IV

Definition of Duties:

The duties of SUPERINTENDENT (JOHNSTON EMERGENCY HOSPITAL), which require a high degree of executive and supervisory ability and wide experience in hospital management, are to direct and have charge, under the Board of Trustees, of the administration of the Johnston Emergency Hospital, including supervision of the entire hospital staff, responsibility for nursing and care of patients, purchasing of supplies and equipment, preparing annual budget, and controlling and recording of expenditures.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. At least two years' experience in Grade III or equivalent experience in other hospitals in work of the character and standard of Grade III.
3. Wide executive and supervisory ability and experience in hospital and nursing work.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$110.00 to \$130.00, inclusive, with board, laundry and lodging.

Suggested Salary Rates: \$110.00, \$120.00, \$125.00, \$130.00, with board, laundry and lodging.

INSPECTION AND SUPERVISORY SERVICE—CLASS H

The **Inspection and Supervisory Service** shall include those offices and positions in the city service whose incumbents are required to observe and report on facts and conditions, or to supervise or be responsible for such observation and reporting; to take official action in order to insure compliance with requests, standards, plans or specifications covering building or repair of public structures, public health, sanitation, honest trade, cleaning of streets or collection of refuse, other than observations merely incident to police duty; also those offices and positions in the city service whose incumbents are required to assume primary responsibility, under the department head, for the supervision, planning, direction and control of activities and management of a unit of organization, which duties are not covered in any other Service definition:

GRADE I.—INSPECTION AND SUPERVISORY SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

HYDRANT INSPECTOR
TURN-OFF-AND-TURN-ON-MAN
WEIGHMASTER

Title of Position:

HYDRANT INSPECTOR

Classification: Inspection and Supervisory Service—Grade I.

Definition of Duties:

The duties of **HYDRANT INSPECTOR**, which involve the observation of conditions and requires experience but no specialized knowledge, are to inspect hydrants, water mains and branch stop-cock boxes

within an assigned district; to oil and grease hydrants and to supervise the placing of signal lanterns on open trenches.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$65.00 to \$75.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$72.50, \$75.00.

Title of Position:

TURN-OFF-AND-TURN-ON-MAN

Classification: Inspection and Supervisory Service—Grade I.

Definition of Duties:

The duties of TURN-OFF-AND-TURN-ON-MAN, which involve the observation of conditions and require experience but no specialized knowledge, are to be responsible for the turning on and off of water during a day or night watch within the limits of an assigned district for consumers or contractors; to determine if contractors have water permits; to investigate leaks and complaints and to serve notices of defective meters and delinquent water bills; and to shut off water for the non-payment of water bills, as directed.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$65.00 to \$75.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$72.50, \$75.00.

Title of Position:

WEIGHMASTER

Classification: Inspection and Supervisory Service—Grade I.

Definition of Duties:

The duties of WEIGHMASTER, which involve the observation of conditions and require experience but no specialized knowledge, are to weigh all loads of garbage and refuse received at the Incinerator both from city and private collections; to note and report on the loads hauled in by garbage collectors and to perform incidental clerical work as may be assigned.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$65.00 to \$75.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$72.50, \$75.00.

GRADE II.—INSPECTION AND SUPERVISORY SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

INSPECTOR OF GARBAGE COLLECTION
INSPECTOR OF WATER CONNECTIONS
INSPECTOR OF WATER METERS
MARKET MASTER

Title of Position:

INSPECTOR OF GARBAGE COLLECTION

Classification: Inspection and Supervisory Service—Grade II.

Definition of Duties:

The duties of INSPECTOR OF GARBAGE COLLECTION, which involve the observation of conditions and require knowledge and supervisory ability, are to deliver to garbage collectors complaints of incomplete garbage collection made on the previous day; to examine returns made on all complaints and to note that they have been properly executed; to be responsible for the accuracy of the scales, and to keep records of tonnage and of the time of garbage collection, and to perform incidental work as required.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$95.00, inclusive.

Suggested Salary Rates: \$80.00, \$85.00, \$90.00, \$92.50, \$95.00.

Title of Position:

INSPECTOR OF WATER CONNECTIONS

Classification: Inspection and Supervisory Service—Grade II.

Definition of Duties:

The duties of INSPECTOR OF WATER CONNECTIONS, which involve the observation of conditions and require specialized knowledge and experience, are to inspect and test out water installations to determine if they are properly metered; to check plumbers' returns for completeness and accuracy, and to make such other inspections and checks as may be necessary to insure complete returns to the

city for the use of water and to perform other related inspectional and clerical work as may be required.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$95.00, inclusive.

Suggested Salary Rates: \$80.00, \$85.00, \$90.00, \$92.50, \$95.00.

Title of Position:

INSPECTOR OF WATER METERS

Classification: Inspection and Supervisory Service—Grade II.

Definition of Duties:

The duties of INSPECTOR OF WATER METERS, which involve the observation of conditions and require knowledge, skill and experience, are to read, inspect and test water meters and to make report of such reading, inspection or test; to report on meters tampered with, defective meters and cause for high readings; to locate and prevent leaks and waste of water and to perform other related inspectional and clerical work as may be required.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$95.00, inclusive.

Suggested Salary Rates: \$80.00, \$85.00, \$90.00, \$92.50, \$95.00.

Title of Position:

MARKET MASTER

(Unclassified Civil Service)

Classification: Inspection and Supervisory Service—Grade II.

Definition of Duties:

The duties of MARKET MASTER, which involve the observation of conditions, are to make inspections of conditions obtaining about the Public Market; to have charge of all teams that enter on the

Market and to assign them to proper places; to collect and account for fees obtained from teams entering the Market, and to perform general police duty.

Qualifications:

1. Such qualifications as may be prescribed by the Mayor.

Suggested Range of Compensation: \$80.00 to \$95.00, inclusive.

Suggested Salary Rates: \$80.00, \$85.00, \$90.00, \$95.00.

GRADE III.—INSPECTION AND SUPERVISORY SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ASSISTANT SUPERINTENDENT OF WATER DISTRIBUTION
BUILDING INSPECTOR
BUILDING INSPECTOR (ELECTRIC INSTALLATIONS)
BUILDING INSPECTOR (HEATING)
CHIEF INSPECTOR OF GARBAGE COLLECTION
CHIEF INSPECTOR OF WATER METERS
FOOD INSPECTOR
HARBOR MASTER
INSPECTOR OF DREDGING
INSPECTOR OF HIGHWAYS
INSPECTOR OF PUBLIC WORKS (BRIDGES AND PUBLIC BUILDINGS)
INSPECTOR OF SEWER CONSTRUCTION
INSPECTOR OF TUNNEL CONSTRUCTION
INSPECTOR OF WATER MAINS
INSPECTOR OF WATER WASTE
INSPECTOR OF WEIGHTS AND MEASURES
MEDICAL SCHOOL INSPECTOR
MEDICAL SCHOOL INSPECTOR (DENTAL SURGERY)
MILK INSPECTOR
PLUMBING INSPECTOR
SANITARY INSPECTOR.
SMOKE INSPECTOR
STREET SANITATION INSPECTOR AND FOREMAN

Title of Position:

ASSISTANT SUPERINTENDENT OF WATER DISTRIBUTION

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of ASSISTANT SUPERINTENDENT OF WATER DISTRIBUTION, which involve supervisory ability and require wide training, skill and experience, are to supervise and be responsible under the Superintendent of Distribution, for the work of laying, changing, taking up or repairing of water mains, gate valves, special castings and hydrants, and the tapping of branch connections and water services; to supervise the work of Hydrant Inspectors and Turn-On-and-Turn-Off Men; to assign work to caulkers and helpers and in addition to be responsible for the office work of the Division and the entering of extensions and changes on the water maps of the division, and to perform other supervisory, inspectional or related clerical work as may be required.

Qualifications:

1. Training and experience in water distribution construction and maintenance and supervisory ability.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having necessary qualifications and experience.

Suggested Range of Compensation: \$100.00 to \$120.00, inclusive.

Suggested Salary Rates: \$100.00, \$105.00, \$110.00, \$115.00, \$120.00.

Title of Position:**BUILDING INSPECTOR**

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of BUILDING INSPECTOR, which involve the exercise of independent judgment in inspection work, are to inspect and report on construction, alteration or maintenance of buildings and other structures, elevators, signs and fire escapes, as to authorization, materials and compliance with the Building Code and with approved drawings and designs on file; to inspect materials, workmanship and special conditions; to inspect and report on places of public assemblage, theatres, amusement devices, etc., as to their fitness to be licensed and used; to make inspections of old buildings or buildings thought to be unsafe; to investigate causes of complaints, violations of Building Code and condemnation of buildings, and to direct the correction or prosecution of violations of the Code and to perform other work as may be required.

Qualifications:

1. At least four years of active practice and experience in architectural engineering, civil engineering, masonry, carpentry, plumbing, iron work, or experience in work considered of the same character and standard. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years of active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

BUILDING INSPECTOR (ELECTRIC INSTALLATIONS)

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of BUILDING INSPECTOR (ELECTRIC INSTALLATIONS), which involve the exercise of independent judgment in the inspection of construction or alteration of electric installations, are to inspect and report on construction or alteration work on all electric wiring, fixtures, apparatus and other electric installations in buildings as to authorization, materials and compliance with the Building Code and with fire regulations; to advise contractors and owners of buildings on ordinance requirements.

Qualifications:

1. At least three years' active practice and experience in general building construction, including specialized experience in construction, maintenance and inspection of electric installations in buildings. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years of active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

BUILDING INSPECTOR (HEATING)

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of BUILDING INSPECTOR (HEATING), which involve the exercise of independent judgment in the inspection of construc-

tion and alterations of heating plants or appliances in buildings, are to inspect and report on construction or alteration work on boilers, heating apparatus, ovens, kilns and other heating appliances in buildings as to authorization, materials and compliance with the Building Code and with fire regulations.

Qualifications:

1. At least three years' active practice and experience in general building inspection, including specialized experience in construction and maintenance and inspection of heating plants and appliances. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years of active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

CHIEF INSPECTOR OF GARBAGE COLLECTION

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of CHIEF INSPECTOR OF GARBAGE COLLECTION, which involve the exercise of independent judgment in the inspection and supervision of work of garbage collection and delivery, are to inspect and supervise the work of garbage collectors; to make inspections as to garbage collection service in different districts of the city; to investigate and settle complaints and to perform other related inspectional and supervisory work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Inspector of Garbage Collection in Grade II.

2. Ability to speak several languages and to supervise teamsters,

3. At least two years of appropriate experience in Grade II or experience in work of the character and standard of Grade II.

4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Inspector of Garbage Collection in Grade II and Weighmaster in Grade I, having necessary qualifications and experience.

Suggested Range of Compensation: \$100.00 to \$120.00, inclusive.

Suggested Salary Rates: \$100.00, \$105.00, \$110.00, \$115.00, \$120.00.

Title of Position:

CHIEF INSPECTOR OF WATER METERS

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of CHIEF INSPECTOR OF WATER METERS, which involve supervision of the work of Inspectors of Water Meters, are to supervise and be responsible, under the Chief Clerk (Water Collection) for the assignment, direction and checking of work of Inspectors of Water Meters; to make difficult inspections and adjust complaints; to keep records of all work pertaining to meter reading and inspection, and act as custodian of Water Meter Inspection supplies, and to perform other related supervisory and clerical work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Inspector of Water Meters in Grade I.
2. At least two years of experience as Inspector of Water Meters, or experience in work of similar character and standard.
3. Familiarity with construction and operation of meters, plumbing and fixtures in connection with water supplies.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Inspectors of Water Meters in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$100.00 to \$120.00, inclusive.

Suggested Salary Rates: \$100.00, \$105.00, \$110.00, \$115.00, \$120.00.

Title of Position:

FOOD INSPECTOR

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of FOOD INSPECTOR, which involve the exercise of independent judgment in the inspection and supervision of conditions of sanitation and hygiene affecting public health, are to make routine inspection of foods in wholesale and retail food establishments and slaughter houses; to procure samples of food for analysis; to investigate complaints; to report, correct and advise as to proper and sanitary handling of food stuffs; to procure evidence against violators or abate conditions or processes dangerous to public health or in violation of ordinances and regulations.

Qualifications:

1. Training or experience in judging live stock and the wholesomeness of foods or in the operation of hotel kitchens, restaurants, bakeries, and of the plumbing and ventilation requirements of food establishments.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

HARBOR MASTER

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of HARBOR MASTER, which involve the exercise of independent judgment in the inspection of special conditions, are to inspect and report on dock construction; to direct navigation so as to prevent blockades and so as to keep fire plugs on the river front clear; to keep records on the stages of water in the rivers and make reports on same, and to perform other incidental clerical and related work as may be required.

Qualifications:

1. At least three years' active practice and experience in specialized general work or work of the character and standard considered as equivalent.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$105.00, \$110.00.

Title of Position:

INSPECTOR OF DREDGING

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of the INSPECTOR OF DREDGING, which involve the exercise of independent judgment in passing on special conditions and require much skill, experience and specialized knowledge, are to be in attendance on dredging work to determine and report on compliance with contract specifications; to report on progress of dredging work; to take soundings and to perform such other incidental work as may be required.

Qualifications:

1. At least three years' practice and experience in specialized or general works, or other work of the character and standard considered as equivalent. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

INSPECTOR OF HIGHWAYS

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of INSPECTOR OF HIGHWAYS, which involve the exercise of independent judgment in passing on quality of materials and workmanship and require skill, experience and knowledge, are to be in attendance on construction or maintenance work on highways in order to insure its performance in accordance with contract specifications; to run physical tests such as penetrations, sand sifting and temperatures; to examine materials delivered and see that same are mixed in a proper manner, and perform other related work as may be required.

Qualifications:

1. At least three years' active practice and experience in specialized or general works, or other work of the character and standard considered as equivalent. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

INSPECTOR OF PUBLIC WORKS (BRIDGES AND PUBLIC BUILDINGS)

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of INSPECTOR OF PUBLIC WORKS (BRIDGES AND PUBLIC BUILDINGS) which involve the exercise of independent judg-

ment in passing on quality of materials, workmanship or special conditions and require skill, experience and specialized knowledge, are to be in attendance on construction, alteration or maintenance work on public buildings, bridges, docks and sewers, in order to insure its performance in accordance with contract specifications and plans; to examine all materials and workmanship and to condemn and report on faulty workmanship and materials and to perform other related work as may be required.

Qualifications:

1. At least three years' active practice and experience in specialized or general public works or work of the character and standard considered as equivalent. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to 110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

INSPECTOR OF SEWER CONSTRUCTION.

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of INSPECTOR OF SEWER CONSTRUCTION, which involve the exercise of independent judgment in the inspection and supervision of operations, activities or conditions and require technical knowledge of principles of design and construction as well as training, skill and experience, are to be in attendance on sewer tunnel operations; to inspect and report on their compliance with contract specifications and plans; to supervise the setting up of forms for placing of concrete and other materials; the making and placing of concrete; the placing of timber sheathing and bracing used for supports; to inspect the re-placing of paving over sewer trenches; to inspect in the giving of grades and lines and to keep records of work done, materials used and employees engaged in such work.

Qualifications:

1. At least three years of active practice and experience in inspection or engineering work in field or office. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$100.00 to \$120.00, inclusive.
(Additional compensation of \$25.00 per month shall be paid employees while working under air pressure.)

Suggested Salary Rates: \$100.00, \$105.00, \$110.00, \$115.00, \$120.00.
(Additional compensation of \$25.00 per month shall be paid employees while working under air pressure.)

Title of Position:

INSPECTOR OF TUNNEL CONSTRUCTION

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of INSPECTOR OF TUNNEL CONSTRUCTION, which involve the exercise of independent judgment in the inspection and supervision of operations, activities and conditions and require technical knowledge of tunnel construction as well as training, skill and experience, are to be in attendance on tunnel and mining operations; to inspect and report on their compliance with contract plans and specifications and with lines and grades marked by the engineer; to be responsible for the use of approved measures for the safety of laborers and to keep records of work done, materials used and on the operations of the contractor.

Qualifications:

1. At least three years of active practice and experience in inspection or engineering work in tunnel construction. Graduation from a school of engineering of recognized reputation shall be considered equivalent to two years' active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$100.00 to \$120.00, inclusive.
(Additional compensation of \$25.00 per month shall be paid employees while working under air pressure.)

Suggested Salary Rates: \$100.00, \$105.00, \$110.00, \$115.00, \$120.00.
(Additional compensation of \$25.00 per month shall be paid employees while working under air pressure.)

Title of Position:

INSPECTOR OF WATER MAINS

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of INSPECTOR OF WATER MAINS, which involve the exercise of independent judgment in passing on quality of materials and workmanship and require experience, skill and special knowledge,

are to be in attendance on construction or maintenance work on water mains in order to insure its performance in accordance with contract specifications or orders; to examine materials; to exercise control over street openings and to perform other related work as may be required.

Qualifications:

1. At least three years of active practice and experience in specialized or general public works or work of the character and standard considered as equivalent. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

INSPECTOR OF WATER WASTE

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of INSPECTOR OF WATER WASTE, which involve the exercise of independent judgment in the inspection of automatic sprinkler service and mains and require experience, skill and special knowledge, are to inspect automatic sprinkler services, fire mains, hydraulic elevator mains, fire cisterns, street services and building construction services, to insure proper installation and operation in such a manner as to prevent loss or theft of water and seal such services as to prevent tampering therewith; to investigate complaints of special character relative to water service; to make special pressure tests and to perform other related work as may be required.

Qualifications:

1. At least four years' training or experience in water waste inspection or as journeyman steamfitter. Graduation from a school of engineering of recognized reputation shall be considered the equivalent of two years' active practice.

2. Knowledge of automatic sprinkler system installation and operation and of the various methods of preventing unauthorized uses of water.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$100.00 to \$120.00, inclusive.

Suggested Salary Rates: \$100.00, \$105.00, \$110.00, \$115.00, \$120.00.

Title of Position:

INSPECTOR OF WEIGHTS AND MEASURES

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of INSPECTOR OF WEIGHTS AND MEASURES, which involve independent judgment in the inspection of weighing and measuring instruments, are to inspect, to seal or to condemn scales, weights and measures; to observe the sale of commodities or articles of merchandise of dealers or peddlers; to make special investigations and procure evidence against violators and to enforce federal, state and city laws governing the sale of commodities.

Qualifications:

1. Knowledge of the construction of scales and weights and knowledge of federal and state laws and city ordinances governing scales, weights and measures.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

MEDICAL SCHOOL INSPECTOR

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of MEDICAL SCHOOL INSPECTOR, which involve the exercise of independent judgment and require technical medical training, skill and experience, are to be responsible under the Director of School Hygiene or the Director of the Bacteriological Laboratory and Epidemiology for the inspection and physical examination of children in the public and parochial schools in an assigned district; to detect and exclude cases of contagious diseases; to make inspections of schools and grounds as to their compliance with sanitary regulations, and to give instruction as to improvements of conditions appertaining to hygiene and health of children.

Qualifications:

1. Graduation in medicine from a medical school of recognized reputation and a certificate to practice medicine.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$50.00 to \$65.00, inclusive (part time service.)

Suggested Salary Rates: \$50.00, \$55.00, \$60.00, \$65.00 (part time service).

Title of Position:

MEDICAL SCHOOL INSPECTOR (DENTAL SURGERY)

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of MEDICAL SCHOOL INSPECTOR (DENTAL SURGERY), which involve the exercise of independent judgment and require technical dental training, skill and experience, are to be responsible, under the Director of School Hygiene for the inspection and examination of the teeth of children in the public schools; to prepare and fill out dental examination blanks and send notices to parents of children who are in need of dental work; to give talks to school children on the care of mouth and teeth and, in the absence of the School Dentist, to perform operations and give treatments common to general dental practice to children who are referred to the School Dental Clinic.

Qualifications:

1. Graduation in dentistry from a dental college of recognized reputation and certificate to practice dentistry.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$115.00 to \$135.00, inclusive.

Suggested Salary Rates: \$115.00, \$125.00, \$130.00, \$135.00.

Title of Position:

MILK INSPECTOR

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of MILK INSPECTOR, which involve the exercise of independent judgment in the inspection of conditions of sanitation and hygiene affecting public health, are to make inspections of and score dairies, pasteurizing plants and places where milk is stored, handled or sold; to investigate complaints; to report, correct and advise on conditions or practices as may be dangerous to public health or in violation of laws and ordinances; to give instruction tending to improve conditions and methods in the proper and sanitary handling of dairy products; to procure evidence against violators and to abate conditions in violation of law.

Qualifications:

1. Technical training equivalent to that of the university short course and practical experience in dairy operation and maintenance.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

PLUMBING INSPECTOR

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of PLUMBING INSPECTOR, which involve the exercise of independent judgment in the inspection of plumbing work and require training or experience in sanitary science or as a journeyman plumber, are to inspect and report on all plumbing and house drain-laying work from the time of connection with the main sewer in the street to final inspection when all plumbing fixtures are set as to their compliance with the provisions of the plumbing code and established principles of public health, and to make tests of plumbing and house drainage.

Qualifications:

1. At least three years of active practice and experience in sanitary science or as journeyman plumber. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years of active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.
(Automobile or transportation expense to be paid by the city.)

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00. (Automobile or transportation expense to be paid by the city.)

Title of Position:

SANITARY INSPECTOR

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of SANITARY INSPECTOR, which involve the exercise of independent judgment in the inspection of conditions of sanitation, are (1) to make routine inspections and investigate complaints rela-

tive to the sanitation of dwellings, dance halls, public buildings, factories, mercantile establishments, stores, street cars, stables and other buildings or places, or (2) to make inspections and enforce conditions of quarantine within an assigned district, including the distribution and collection of cultures, placarding homes and rendering ambulance service and to report, correct and advise on conditions or practices as may be dangerous to public health or in violation of laws and ordinances, and to procure evidence against violators and abate conditions in violation of sanitary and quarantine regulations.

Qualifications:

1. Training and experience in sanitary science and in public and personal hygiene.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

SMOKE INSPECTOR

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of SMOKE INSPECTOR, which involve the exercise of independent judgment in the inspection of the operation and maintenance of boiler plants and apparatus, are to inspect and report on the density of smoke issuing from stacks; to inspect boiler plants reported violating the smoke ordinances to give instruction to enginemen and firemen on the proper method of operating boilers so as to insure suppression of smoke; to appear as witness in court cases against violators of the smoke ordinances and to perform other related inspections and clerical work as may be required.

Qualifications:

1. At least three years of active practice and experience as engineman or machinist or work of a character and standard considered as equivalent. Graduation from a school of mechanical engineering of recognized reputation shall be considered as equivalent to two years' active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

Title of Position:

STREET SANITATION INSPECTOR AND FOREMAN

Classification: Inspection and Supervisory Service—Grade III.

Definition of Duties:

The duties of STREET SANITATION INSPECTOR AND FOREMAN, which involve the responsibility for all work of a street sanitation district, are to execute definite instructions from the Division Superintendent (Street Sanitation) relative to the supervision, inspection and reporting of the cleaning of streets and catch basins, the removal of ashes and rubbish, collection and removal of dirt and snow, the repair of alleys and cross walks, street signs and drinking fountains, and sprinkling, oiling and flushing of streets, and to perform other inspections and incidental clerical work as may be required.

Qualifications:

1. Training and experience in street sanitation work or technical work of equivalent character and standard.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$110.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$105.00, \$110.00.

GRADE IV.—INSPECTION AND SUPERVISORY SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

DEPUTY BUILDING INSPECTOR IN CHARGE

DEPUTY FOOD INSPECTOR IN CHARGE

DEPUTY SANITARY INSPECTOR IN CHARGE

DEPUTY SANITARY INSPECTOR IN CHARGE (COMMUNICABLE DISEASES)

DEPUTY SEALER OF WEIGHTS AND MEASURES

DEPUTY SUPERINTENDENT OF PLUMBING

DIVISION SUPERINTENDENT (STREET SANITATION)

EXAMINER OF PLANS

SUPERINTENDENT OF WATER METERS AND SERVICES

SUPERINTENDENT OF WATER DISTRIBUTION

SUPERVISING TUNNEL INSPECTOR

Title of Position:

DEPUTY BUILDING INSPECTOR IN CHARGE

Classification: Inspection and Supervisory Service—Grade IV.

Definition of Duties:

The duties of DEPUTY BUILDING INSPECTOR IN CHARGE are to direct and be responsible under the Inspector of Buildings for the work of Building Inspectors; to meet with and advise inspectors, owners of buildings, contractors and officials on questions relative to state and city building requirements; to issue permits; to have general charge of the correspondence of the department, and, in the absence of the Inspector of Buildings, to assume full charge and responsibility of the department.

Qualifications:

1. The minimum qualifications prescribed for Building Inspectors in Grade III.
2. At least two years of appropriate experience in Grade III or experience in work of the character and standard of Grade III.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Building Inspectors in Grade III having necessary qualifications and experience.

Suggested Range of Compensation: \$120.00 to \$140.00, inclusive.

Suggested Salary Rates: \$120.00, \$130.00, \$135.00, \$140.00.

Title of Position:**DEPUTY FOOD INSPECTOR IN CHARGE**

Classification: Inspection and Supervisory Service—Grade IV.

Definition of Duties:

The duties of DEPUTY FOOD INSPECTOR IN CHARGE, which require executive ability and technical veterinary training and experience, are to have supervision and be responsible, under the Chief (Division of Food Inspection) for the work of Food Inspectors; to make personal ante mortem and post mortem inspections of animals to be used for foods; to make inspections as to sanitation of stock yards and slaughter houses; to superintend the disposal of condemned foods and carcasses of animals; to make special investigation of dog bite cases and of contagious diseases in animals; to give expert testimony in court cases and to perform the duties of the Chief in his absence.

Qualifications:

1. The minimum qualifications prescribed for Food Inspectors in Grade III.
2. Graduate veterinarian and licensed to practice veterinary surgery.

3. At least two years of appropriate experience in Grade III or experience in work of the character and standard of Grade III.

4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Food Inspectors in Grade III having necessary qualifications and experience.

Suggested Range of Compensation: \$120.00 to \$140.00, inclusive.
(Automobile and transportation expense to be paid by the city.)

Suggested Salary Rates: \$120.00, \$130.00, \$135.00, \$140.00. (Automobile and transportation expense to be paid by the city.)

Title of Position:

DEPUTY SANITARY INSPECTOR IN CHARGE

Classification: Inspection and Supervisory Service—Grade IV.

Definition of Duties:

The duties of DEPUTY SANITARY INSPECTOR IN CHARGE, which require executive ability and specialized knowledge and experience in public and personal hygiene, are to have supervision and be responsible, under the Chief (Division of Sanitary Inspection) for the work of Sanitary Inspectors other than those having to do with the enforcement of quarantine; to make personal investigations of difficult cases and observations of sanitary conditions throughout the city; to examine daily reports and time cards of Sanitary Inspectors; to maintain a high standard of service of Sanitary Inspectors; to prepare special statistical reports and necessary office records, and to perform other related work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Sanitary Inspectors in Grade III.

2. At least two years of appropriate experience in Grade III or experience in work of the character and standard of Grade III.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Sanitary Inspectors in Grade III having necessary qualifications and experience.

Suggested Range of Compensation: \$120.00 to \$140.00, inclusive.

Suggested Salary Rates: \$120.00, \$130.00, \$135.00, \$140.00.

Title of Position:

DEPUTY SANITARY INSPECTOR IN CHARGE (COMMUNICABLE DISEASES)

Classification: Inspection and Supervisory Service—Grade IV.

Definition of Duties:

The duties of DEPUTY SANITARY INSPECTOR IN CHARGE (COMMUNICABLE DISEASES), which require executive ability and specialized knowledge of the rules of quarantine, are to supervise and be responsible under the Chief (Division of Sanitary Inspection) for the work of Sanitary Inspectors and Field Nurses having to do with the enforcement of quarantine; to receive, examine and record all reports pertaining to communicable diseases; to make reports of new cases, recoveries, deaths and removals; to keep records thereof; to direct the ambulance service and to perform the duties of the Chief in his absence.

Qualifications:

1. The minimum qualifications prescribed for Sanitary Inspector in Grade III.
2. At least two years of appropriate experience in Grade III or experience in work of the character and standard of Grade III.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Sanitary Inspectors in Grade III having necessary qualifications and experience.

Suggested Range of Compensation: \$120.00 to \$140.00, inclusive.

Suggested Salary Rates: \$120.00, \$130.00, \$135.00, \$140.00.

Title of Position:

DEPUTY SEALER OF WEIGHTS AND MEASURES

Classification: Inspection and Supervisory Service—Grade IV.

Definition of Duties:

The duties of DEPUTY SEALER OF WEIGHTS AND MEASURES are to exercise immediate supervision and be responsible under the Department Head for the work of Inspectors of Weights and Measures; to make personal investigations of short weight cases; to collect and analyze evidence and supervise preparation of cases for trial and the prosecution of such cases; to assist in the supervision of Municipal Markets and, in the absence of the Sealer, to perform his duties.

Qualifications:

1. The minimum qualifications prescribed for Inspectors of Weights and Measures in Grade III.
2. At least two years of appropriate experience in Grade III or experience in work of the character and standard of Grade III.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Inspector of Weights and Measures in Grade III having necessary qualifications and experience.

Suggested Range of Compensation: \$120.00 to \$140.00, inclusive.

Suggested Salary Rates: \$120.00, \$130.00, \$135.00, \$140.00.

Title of Position:

DEPUTY SUPERINTENDENT OF PLUMBING

Classification: Inspection and Supervisory Service—Grade IV.

Definition of Duties:

The duties of DEPUTY SUPERINTENDENT OF PLUMBING are to have immediate supervision and be responsible under the Superintendent of Plumbing for the work of Plumbing Inspectors; to advise architects, engineers and builders in regard to plumbing work; to have charge of the clerical work and prepare reports of the department and, in the absence of the Superintendent of Plumbing, to perform his work.

Qualifications:

1. The minimum qualifications prescribed for Plumbing Inspector in Grade III.
2. At least two years of appropriate experience in Grade III or experience in work of the character and standard of Grade III.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Plumbing Inspectors having necessary qualifications and experience.

Suggested Range of Compensation: \$120.00 to \$140.00, inclusive.

Suggested Salary Rates: \$120.00, \$130.00, \$135.00, \$140.00.

Title of Position:

DIVISION SUPERINTENDENT, STREET SANITATION

Classification: Inspection and Supervisory Service—Grade IV.

Definition of Duties:

The duties of **DIVISION SUPERINTENDENT, STREET SANITATION** are to be responsible for the regular operations of the Bureau of Street Sanitation within the limits of the Division including the supervision, inspection and reporting of the work of cleaning streets and alleys, catch basin cleaning, collection and removal of ashes, rubbish and snow, sprinkling, oiling and flushing of streets; to care for yards and equipment and to do other supervisory and inspectional work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Street Sanitation Inspectors and Foremen in Grade III.
2. At least two years of appropriate experience in Grade III or experience in work of the character and standard of Grade III.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Street Sanitation Inspectors and Foremen having necessary qualifications and experience.

Suggested Range of Compensation: \$120.00 to \$140.00, inclusive.
(Automobile and transportation expense to be paid by the city.)

Suggested Salary Rates: \$120.00, \$130.00, \$135.00, \$140.00. (Automobile and transportation expense to be paid by the city.)

Title of Position:

EXAMINER OF PLANS

Classification: Inspection and Supervisory Service—Grade IV.

Definition of Duties:

The duties of **EXAMINER OF PLANS**, which require specialized training, much experience and ability and involve fixed responsibility, are to examine all building plans submitted for permit; to figure and check up all structural designs as to loading; to issue permits; to interpret and advise architects, engineers, contractors, builders and others on city and state building requirements, and to share with the Deputy Building Inspector in Charge supervision of the work of Building Inspectors.

Qualifications:

1. At least four years of active practice and experience in architectural engineering, structural engineering or building construction work in field or office. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Building Inspectors and Engineers and Draftsmen having necessary qualifications and experience.

Suggested Range of Compensation: \$120.00 to \$140.00, inclusive.

Suggested Salary Rates: \$120.00, \$130.00, \$135.00, \$140.00.

Title of Position:

SUPERINTENDENT OF WATER METERS AND SERVICES

Classification: Inspection and Supervisory Service—Grade IV.

Definition of Duties:

The duties of SUPERINTENDENT OF WATER METERS AND SERVICES, which involve responsibility for all work of the Division of Water Meters and Service and which require wide practical experience, skill and special knowledge, are to supervise and be responsible under the Superintendent of Water Works, for the work of employees in the Division of Water Meters and Service in the construction, operation and maintenance of meters; to approve all plans for automatic sprinkling systems and fire mains; to investigate complaints of special nature of meter setting conditions and control; to have general charge of records, repairs, and supplies, of the division and to perform other difficult inspection and supervisory work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Inspector of Water Waste in Grade III.

2. At least two years of appropriate experience in Grade III or experience in work of the character and standard of Grade III.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having necessary qualifications and experience, and Meter Repair Foremen.

Suggested Range of Compensation: \$130.00 to \$150.00, inclusive.

Suggested Salary Rates: \$130.00, \$140.00, \$145.00, \$150.00.

Title of Position:

SUPERINTENDENT OF WATER DISTRIBUTION

Classification: Inspection and Supervisory Service—Grade IV.

Definition of Duties:

The duties of SUPERINTENDENT OF WATER DISTRIBUTION, which require executive ability and specialized knowledge and experience in hydraulics, are to have direct charge and be responsible, under the Superintendent of Water Works, for the conduct and activities of the Division of Water Distribution, including the laying, changing and taking up of water mains, gate valves, hydrants, special castings, and of the supervision of the tapping of branch connections and services.

Qualifications:

1. The minimum qualifications prescribed for the position of Assistant Superintendent of Water Distribution in Grade III.
2. At least two years of appropriate experience in Grade III or experience in work of the character and standard of Grade III.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Assistant Superintendent of Water Distribution in Grade III having necessary qualifications and experience.

Suggested Range of Compensation: \$130.00 to \$150.00, inclusive.

Suggested Salary Rates: \$130.00, \$140.00, \$145.00, \$150.00.

Title of Position:**SUPERVISING TUNNEL INSPECTOR**

Classification: Inspection and Supervisory Service—Grade IV.

Definition of Duties:

The duties of SUPERVISING TUNNEL INSPECTOR, which require a high degree of technical training and wide experience in open and high pressure tunnel construction, are to supervise and be responsible, under the Bureau Head, for the construction work in connection with sewer and water intake tunnels; to supervise and direct the work of Inspectors of Tunnel Construction and Inspectors of Sewer Construction; to interpret plans and specifications for the benefit of contractors; to give lines and grades; to keep records on work, materials and contractors' operations; to make daily, weekly and monthly reports of operations, and to issue estimates of amounts due to contractors.

Qualifications:

1. The minimum qualifications prescribed for Inspector of Tunnel Construction and Inspector of Sewer Construction in Grade III.
2. At least five years of active practice and experience in the inspection or engineering work in field or office. Graduation from a

school of engineering of recognized reputation shall be considered equivalent to two years' active practice.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having necessary qualifications and experience.
Suggested Range of Compensation: \$130.00 to \$150.00, inclusive.

(Additional compensation of \$25.00 per month shall be paid to employees while working under air pressure.)

Suggested Salary Rates: \$130.00, \$140.00, \$145.00, \$150.00. (Additional compensation of \$25.00 per month shall be paid to employees while working under air pressure).

GRADE V.—INSPECTION AND SUPERVISORY SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ASSISTANT SUPERINTENDENT OF STREET SANITATION
CHIEF OF DIVISION OF FOOD INSPECTION
CHIEF OF DIVISION OF SANITARY INSPECTION
FIELD SUPERVISOR OF BRIDGES AND PUBLIC BUILDINGS
FIELD SUPERVISOR OF STREET CONSTRUCTION AND REPAIR
SEALER OF WEIGHTS AND MEASURES
SUPERINTENDENT OF PLUMBING

Title of Position:

ASSISTANT SUPERINTENDENT OF STREET SANITATION

Classification: Inspection and Supervisory Service—Grade V.

Definition of Duties:

The duties of ASSISTANT SUPERINTENDENT OF STREET SANITATION, which require a high degree of executive ability and technical training and wide practical experience, are to direct and be responsible, under the Superintendent of Bureau of Street Sanitation, for the field work in connection with the cleaning and flushing of streets and alleys and the removal of ashes, rubbish and snow; to prepare schedules and plans and supervise the maintenance of a high standard of service, to perform other supervisory and difficult inspection work, and to perform the duties of the Superintendent in his absence.

Qualifications:

1. At least six years of active practice and experience in planning and scheduling of street sanitation services, of which at least two

years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered the equivalent of two years of active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Division Superintendents of Street Sanitation having necessary qualifications and experience.

Suggested Range of Compensation: \$150.00 to \$180.00, inclusive.

Suggested Salary Rates: \$150.00, \$165.00, \$175.00, \$180.00.

Title of Position:

CHIEF OF DIVISION OF FOOD INSPECTION

Classification: Inspection and Supervisory Service—Grade V.

Definition of Duties:

The duties of CHIEF OF DIVISION OF FOOD INSPECTION, which require a high degree of executive ability and specialized knowledge of public health work, are to direct and assume complete responsibility, under the Commissioner of Health, for the conduct of employes and activities of the Bureau of Food Inspection; to make investigations of special complaints and of difficult situations; to prepare papers and give talks on health work.

Qualifications:

1. The minimum qualifications prescribed for Deputy Food Inspector in Charge in Grade IV.

2. At least two years of appropriate experience in Grade IV or experience in work of the character and standard of Grade IV.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Deputy Food Inspectors in charge having necessary qualifications and experience.

Suggested Range of Compensation: \$150.00 to \$180.00, inclusive.

Suggested Salary Rates: \$150.00, \$165.00, \$175.00, \$180.00.

Title of Position:

CHIEF OF DIVISION OF SANITARY INSPECTION

Classification: Inspection and Supervisory Service—Grade V.

Definition of Duties:

The duties of CHIEF OF DIVISION OF SANITARY INSPECTION, which require a high degree of executive ability and specialized knowledge and experience in sanitary science and industrial hygiene, are to direct and assume complete responsibility, under the Commissioner of Health, for the work of employes and of the activities of the Division of Sanitary Inspection, to make investigations and inspections of special situations; and to instruct Sanitary Inspectors on subjects in line with their duties.

Qualifications:

1. The minimum qualifications prescribed for Deputy Sanitary Inspectors in Charge in Grade IV.
2. At least two years of appropriate experience in Grade IV or experience in work of the character and standard of Grade IV.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Deputy Sanitary Inspectors in Charge having the necessary qualifications and experience.

Suggested Range of Compensation: \$150.00 to \$180.00, inclusive.

Suggested Salary Rates: \$150.00, \$165.00, \$175.00, \$180.00.

Title of Position:

FIELD SUPERVISOR OF BRIDGES AND PUBLIC BUILDINGS

Classification: Inspection and Supervisory Service—Grade V.

Definition of Duties:

The duties of FIELD SUPERVISOR OF BRIDGES AND PUBLIC BUILDINGS, which require a high degree of executive ability, technical training and wide practical experience, are to direct and be responsible, under the Superintendent of Bridges and Public Buildings, for the field supervision of the repair and maintenance of bridges and other public property; to prepare estimates, plans and schedule such work; to approve requisitions for supplies and materials, and to perform special technical work that may be required.

Qualifications:

1. At least six years' active practice and experience in the handling, operation and maintenance of machinery, of which at least two years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered the equivalent of two years of active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$150.00 to \$180.00, inclusive.

Suggested Salary Rates: \$150.00, \$165.00, \$175.00, \$180.00.

Title of Position:

FIELD SUPERVISOR OF STREET CONSTRUCTION AND REPAIR

Classification: Inspection and Supervisory Service—Grade V.

Definition of Duties:

The duties of FIELD SUPERVISOR OF STREET CONSTRUCTION AND REPAIR, which require a high degree of executive ability and technical training and wide experience, are to direct and be responsible, under the Superintendent of Street Construction and Repair, for the field supervision of the repair work on streets, alleys and sidewalks; to plan and schedule work and to make special inspections and investigations of complaints and special situations.

Qualifications:

1. At least six years of active practice and experience in technical street construction and repair work, of which at least two years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered the equivalent of two years of active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade IV having necessary qualifications and experience.

Suggested Range of Compensation: \$150.00 to \$180.00, inclusive.

Suggested Salary Rates: \$150.00, \$165.00, \$175.00, \$180.00.

Title of Position:

SEALER OF WEIGHTS AND MEASURES.

Classification: Inspection and Supervisory Service—Grade V.

Definition of Duties:

The duties of SEALER OF WEIGHTS AND MEASURES, which require specialized scientific knowledge of weighing and measuring instruments and wide administrative and business experience, are to exercise entire responsibility for the conduct of the work of the Bureau of Weights and Measures and supervision of the Municipal Markets.

Qualifications:

1. The minimum qualifications prescribed for the position of Deputy Sealer of Weights and Measures in Grade IV.
2. At least two years of appropriate experience in Grade IV or experience in work of the character and standard in Grade IV.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Deputy Sealers of Weights and Measures having necessary qualifications and experience.

Suggested Range of Compensation: \$150.00 to \$170.00, inclusive.

Suggested Salary Rates: \$150.00, \$160.00, \$170.00.

Title of Position:

SUPERINTENDENT OF PLUMBING

Classification: Inspection and Supervisory Service—Grade V.

Definition of Duties:

The duties of SUPERINTENDENT OF PLUMBING, which require a high degree of executive ability and specialized knowledge and experience in plumbing work, are to have charge and assume entire responsibility, under the Commissioner of Public Works, for the conduct and activities of the Bureau of Plumbing Inspection; to personally examine and approve all plans submitted by Master Plumbers, architects and contractors for proposed plumbing and drain-laying in the city; to sign drain-layers' annual licenses.

Qualifications:

1. The minimum qualifications prescribed for the position of Deputy Superintendent of Plumbing in Grade IV.
2. At least two years of appropriate experience in Grade IV or experience in work of the character and standard of Grade IV.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Deputy Superintendent of Plumbing in Grade IV having necessary qualifications and experience.

Suggested Range of Compensation: \$150.00 to \$170.00, inclusive.

Suggested Salary Rates: \$150.00, \$160.00, \$170.00.

GRADE VI.—INSPECTION AND SUPERVISORY SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

DEPUTY COMMISSIONER OF PUBLIC WORKS

DIRECTOR OF HYGIENE

SUPERINTENDENT AND CHIEF ENGINEER OF BUREAU OF SEWERS

SUPERINTENDENT OF BUREAU OF BRIDGES AND PUBLIC BUILDINGS

SUPERINTENDENT OF BUREAU OF STREET SANITATION

SUPERINTENDENT OF STREET CONSTRUCTION AND REPAIRS

SUPERINTENDENT OF WATER WORKS

Title of Position:

DEPUTY COMMISSIONER OF PUBLIC WORKS

(Unclassified Civil Service)

Classification: Inspection and Supervisory Service—Grade VI.

Definition of Duties:

The duties of **DEPUTY COMMISSIONER OF PUBLIC WORKS**, which require the highest degree of administrative ability and experience, are to act as Deputy to the Commissioner of Public Works and to be responsible under the Commissioner for the administration of the entire department; to receive, examine, distribute and reply to all correspondence of the Department; to supervise the dredging of rivers; to sign contracts for street and alley improvements; to issue special permits for street, alley, sidewalk and dock improvement or repair and to act as the highest official representative of the Department of Public Works in the absence of the Commissioner of Public Works.

Qualifications:

1. Such qualifications as may be required by the Commissioner of Public Works.

Suggested Range of Compensation: \$250.00 and above.

Title of Position:

DIRECTOR OF HYGIENE

Classification: Inspection and Supervisory Service—Grade VI.

Definition of Duties:

The duties of **DIRECTOR OF HYGIENE**, which require the highest degree of administrative ability, technical medical training and wide

experience, are to assume entire responsibility, under the School Board and the Superintendent of Schools, for the direction and supervision of hygiene and sanitation in the public schools.

Qualifications:

1. Graduation from a school of medicine of recognized reputation and at least six years of active practice and experience in school hygiene and sanitation work, of which at least three years shall have been spent in responsible charge of such work.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$250.00 and above.

Title of Position:

SUPERINTENDENT AND CHIEF ENGINEER OF BUREAU OF SEWERS

Classification: Inspection and Supervisory Service—Grade VI.

Definition of Duties:

The duties of SUPERINTENDENT AND CHIEF ENGINEER OF BUREAU OF SEWERS, which require the highest degree of administrative ability and technical training and wide practical experience, are to assume entire responsibility, under the Commissioner of Public Works, for the conduct of the work of employes and activities of the Bureau of Sewers, including the design, plans, specifications for construction of sewerage system extension; supervision of maintenance and construction work under contract.

Qualifications:

1. At least eight years of active practice and experience in sanitary and civil engineering, of which at least three years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered as equivalent of two years' active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grades IV and V having necessary qualifications and experience.

Suggested Range of Compensation: \$210.00 to \$250.00, inclusive.

Suggested Salary Rates. \$210.00, \$225.00, \$240.00, \$250.00.

Title of Position:

SUPERINTENDENT OF BUREAU OF BRIDGES AND PUBLIC BUILDINGS

Classification: Inspection and Supervisory Service—Grade VI

Definition of Duties:

The duties of SUPERINTENDENT OF BUREAU OF BRIDGES AND PUBLIC BUILDINGS, which require the highest degree of administrative ability, technical training and experience, are to assume entire responsibility, under the Commissioner of Public Works, for the conduct of the work of employes and activities of the Bureau of Bridges and Public Buildings, including the design and construction of all public buildings, bridges, docks, retaining walls, etc., under the control of the Common Council and for the operation, care and maintenance thereof.

Qualifications:

1. At least eight years of active practice and experience in mechanical and structural engineering, of which at least three years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grades IV and V having necessary qualifications and experience.

Suggested Range of Compensation: \$210.00 to \$250.00, inclusive.

Suggested Salary Rates. \$210.00, \$225.00, \$240.00, \$250.00.

Title of Position:**SUPERINTENDENT OF BUREAU OF STREET SANITATION**

Classification: Inspection and Supervisory Service—Grade VI.

Definition of Duties:

The duties of SUPERINTENDENT OF BUREAU OF STREET SANITATION, which require the highest degree of administrative ability, technical training and wide experience, are to assume entire responsibility, under the Commissioner of Public Works, for the conduct of employes and activities of the Bureau of Street Sanitation.

Qualifications:

1. The minimum qualifications prescribed for the position of Assistant Superintendent of Bureau of Street Sanitation in Grade V.

2. At least eight years of active practice and experience on street sanitation work, of which at least three years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grades IV and V having necessary qualifications and experience.

Suggested Range of Compensation: \$210.00 to \$250.00, inclusive.

Suggested Salary Rates. \$210.00, \$225.00, \$240.00, \$250.00.

Title of Position:

SUPERINTENDENT OF STREET CONSTRUCTION AND REPAIRS

Classification: Inspection and Supervisory Service—Grade VI.

Definition of Duties:

The duties of SUPERINTENDENT OF BUREAU OF STREET CONSTRUCTION AND REPAIRS, which require the highest degree of administrative ability, technical training and wide experience, are to assume entire responsibility, under the Commissioner of Public Works, for the conduct of the work of employees and activities of the Bureau of Street Construction and Repairs, and to supervise the preparation of plans and specifications for new construction or repair work of streets, alleys and sidewalks.

Qualifications:

1. At least eight years of active practice and experience in civil engineering and planning, constructing and maintaining street pavements, of which at least three years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered the equivalent of two years of active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grades IV and V having necessary qualifications and experience.

Suggested Range of Compensation: \$210.00 to \$250.00, inclusive.

Suggested Salary Rates. \$210.00, \$225.00, \$240.00, \$250.00.

Title of Position:

SUPERINTENDENT OF WATER WORKS

Classification: Inspection and Supervisory Service—Grade VI.

Definition of Duties:

The duties of SUPERINTENDENT OF WATER WORKS, which require the highest degree of administrative ability and technical training and wide experience in and knowledge of water works management and operation and maintenance, are to assume entire responsibility, under the Commissioner of Public Works, for the conduct of all the employes and activities of the Water Bureau, including the divisions of pumping, distribution, metering, assessment and collection of water rates, accounting, parks, reservoirs, and pipe yard.

Qualifications:

1. At least eight years of active practice and experience in water works operation, maintenance and management, of which at least three years shall have been spent in responsible charge of such work. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years' active practice.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grades IV and V having necessary qualifications and experience.

Suggested Range of Compensation: \$250.00 and above.

GRADE VII.—INSPECTION AND SUPERVISORY SERVICE: Shall include the following position, the specifications of duties, responsibilities and requirements of which are set forth under the respective title:

SECRETARY AND BUSINESS MANAGER.

Title of Position:

SECRETARY AND BUSINESS MANAGER

Classification: Inspection and Supervisory Service—Grade VII.

Definition of Duties:

The duties of SECRETARY AND BUSINESS MANAGER, which require the highest degree of executive and administrative ability, are to direct and be responsible, under the board of School Directors, for the entire business administration of the Milwaukee Public Schools system, including the custody of all school property, real and personal; the charge of and general direction of the preparation of plans and specifications for the construction, repair and maintenance of school buildings and grounds; control and purchase of supplies, materials and equipment and of other administrative activities of the department; to act as Secretary for the board of School Directors, represent-

ing the Board in all business and legislative matters; and to perform such other secretarial and managerial duties as relieve the Board of administrative details.

Qualifications:

1. Such qualifications as may be prescribed by the Board of School Directors.

Suggested Range of Compensation: \$350.00 and above.

INVESTIGATIONAL SERVICE—CLASS I

The INVESTIGATIONAL SERVICE shall include those offices and positions in the city service whose incumbents are required to collect, analyze, classify and report upon facts, data or other information obtained through investigation or examination of practices, persons or things, for the purpose of obtaining an independent basis for official action, or to draw general conclusions or to make constructive suggestions or recommendations in the premises as may be required.

GRADE I.—INVESTIGATIONAL SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the title:

ATTENDANCE OFFICER

Title of Position:

ATTENDANCE OFFICER

Classification: Investigational Service—Grade I.

Definition of Duties:

The duties of ATTENDANCE OFFICER are to assist the Supervisor of Attendance in securing compulsory attendance at school of pupils of school age; to visit schools and confer with the Principal as to the absence of children; to visit families, investigate home conditions and causes of absence and, in conjunction with charitable organizations, mitigate the causes of absence of children in poor families, or warn parents of the requirements of the compulsory education law and prosecute them for violation of such laws; to make daily, weekly and monthly reports of activities, and to perform such other related duties as may be required.

Qualifications:

1. At least two years' training in a university or college of recognized reputation or full normal school course in Sociology and related

subjects, or education considered as equivalent by the City Service Commission.

2. A certificate to teach in the schools of Wisconsin.
3. Ability to speak two or more languages.
4. Experience in field sociological work.
5. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$80.00 to \$100.00, inclusive.

Suggested Salary Rates: \$80.00, \$85.00, \$90.00, \$95.00, \$97.50, \$100.00.
(Car fare and telephone expense to be paid by School Board.)

GRADE II.—INVESTIGATIONAL SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

PHYSICAL EXAMINER (FIRE AND POLICE COMMISSION)
(Unclassified Civil Service)

TAX INVESTIGATOR

Title of Position:

PHYSICAL EXAMINER (FIRE AND POLICE COMMISSION)
(Unclassified Civil Service)

Classification: Investigational Service—Grade II.

Definition of Duties:

The duties of **PHYSICAL EXAMINER (FIRE AND POLICE COMMISSION)**, which require part time service, are to conduct physical examinations, under the supervision of the Chief Examiner (Fire and Police Commission), of applicants for offices and positions under the jurisdiction of the Board of Fire and Police Commissioners, in accordance with the standards prescribed by the Fire and Police Commission.

Qualifications:

1. Knowledge of physical training.
2. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$25.00 per examination, as required.

Title of Position:

TAX INVESTIGATOR

Classification: Investigational Service—Grade II.

Definition of Duties:

The duties of TAX INVESTIGATOR, which are performed under supervision, are to search, collect and record data pertaining to real estate in the courts and in the office of the Registrar of Deeds for the purpose of assessment; to make inquiry into sales of real estate and prepare abstracts of title; to enter street and alley openings, vacations and changes on city atlas and department maps, and to perform other related field and office work as may be required.

Qualifications:

1. Ability and practical experience in real estate or building business and experience in abstracting titles to property.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$120.00 to \$135.00, inclusive.

Suggested Salary Rates: \$120.00, \$125.00, \$130.00, \$135.00.

GRADE III.—INVESTIGATIONAL SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

CHIEF EXAMINER AND EXAMINER (BOARD OF EXAMINERS OF STATIONARY ENGINEERS AND INSPECTORS OF STEAM POWER GENERATING AND HEATING APPARATUS)

(Unclassified Civil Service)

CHIEF EXAMINER (FIRE AND POLICE COMMISSION)

(Unclassified Civil Service)

TAX ASSESSOR

Title of Position:

CHIEF EXAMINER AND EXAMINER, BOARD OF EXAMINERS OF STATIONARY ENGINEERS AND INSPECTORS OF STEAM POWER GENERATING AND HEATING APPARATUS

(Unclassified Civil Service)

Classification: Investigational Service—Grade III.

Definition of Duties:

The duties of CHIEF EXAMINER AND EXAMINER (BOARD OF EXAMINERS OF STATIONARY ENGINEERS AND INSPECTORS OF STEAM POWER GENERATING AND HEATING APPARATUS), are to exercise fixed responsibility, under the Mayor, for the conduct of the department and supervision of assistants; to prepare and conduct examinations for Stationary Enginemen; to correct and grade examina-

tion papers and to issue licenses to successful applicants; to make boiler inspections; to investigate complaints and perform other work in connection with the enforcement of city ordinances applying to the Board.

Qualifications:

1. Ten years of active practice and experience in steam power plant operation. (See Milwaukee Code, Chap. 28, Sec. 1154.)
2. Such additional qualifications as may be prescribed by the Mayor.

Suggested Range of Compensation: \$140.00 to \$160.00, inclusive.

Suggested Salary Rates: \$140.00, \$150.00, \$155.00, \$160.00.

Title of Position:

CHIEF EXAMINER (FIRE AND POLICE COMMISSION)

(Unclassified Civil Service)

Classification: Investigational Service—Grade III.

Definition of Duties:

The duties of CHIEF EXAMINER (FIRE AND POLICE COMMISSION), which require part time service, are to direct and be responsible, under the Fire and Police Commission, for the work of preparing and conducting examinations for offices and positions under the jurisdiction of the Board of Fire and Police Commissioners; to correct and grade papers and prepare eligible lists; to attend hearings in cases where actions are brought against members of the Fire and Police Department; to attend meetings of the Board of Fire and Police Commissioners, and to perform such other secretarial work as may be required.

Qualifications:

1. Education equivalent to graduation from a university or college of recognized reputation.
2. Knowledge of law to prepare subpoenas and to pass upon questions brought before the Trial Board and ability to prepare and conduct examinations.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$60.00 for part time service.

Title of Position:

TAX ASSESSOR

Classification: Investigational Service—Grade III.

Definition of Duties:

The duties of TAX ASSESSOR, which require wide practical experience in real estate or building business and involve the exercise of independent judgment, are to collect and record data as to considerations paid in conveyances; to examine and determine the valuation of taxable property within an assigned district; to attend meetings of the Board of Assessors and the Board of Review; to enter general and special taxes upon the tax roll; to give information to the taxpayers; to draw maps and plats, and to perform other related work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Tax Investigator in Grade II.
2. At least three years of experience in Grade II or practical experience in real estate and building work of the standard and character of Grade II.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$140.00 to \$160.00, inclusive.

Suggested Salary Rates: \$140.00, \$150.00, \$155.00, \$160.00.

GRADE IV.—INVESTIGATIONAL SERVICE: Shall include the following offices and positions, the specifications of duties, the responsibilities and requirements of which are set forth under the respective titles:

DEPUTY TAX COMMISSIONER
SUPERVISOR OF ATTENDANCE

Title of Position:

DEPUTY TAX COMMISSIONER

Classification: Investigational Service—Grade IV.

Definition of Duties:

The duties of DEPUTY TAX COMMISSIONER are to direct and be responsible, under the Tax Commissioner, for the administration of the Tax Department; to supervise the work of Tax Assessors and other employees; to act as Secretary of the Board of Assessors and as Clerk to the Board of Review in the absence of the City Clerk; to participate in the deliberations of the Board of Assessors and the Board of Review; to supervise the preparation of the tax roll, to give counsel

in matters pertaining to the general assessment and tax laws of the State and to perform other technical and related work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Tax Assessor in Grade III.
2. At least two years of experience in Grade III or practical experience in real estate assessment and building work of the character and standard of Grade III.
3. Supervisory and administrative ability.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$180.00 to \$210.00, inclusive.

Suggested Salary Rates: \$180.00, \$190.00, \$200.00, \$210.00.

Title of Position:

SUPERVISOR OF ATTENDANCE

Classification: Investigational Service—Grade IV.

Definition of Duties:

The duties of SUPERVISOR OF ATTENDANCE are to direct and be responsible, under the Superintendent of Schools, for the assignment and supervision of the work of Attendance Officers and other assistants of the Attendance Department; to enforce the compulsory education law; to advise with or institute proceedings against parents for the violation of the compulsory education law; to supervise reports and prepare statistical data and recommendations in connection with School attendance; to act as Probation Officer to truant school children, and to perform such other related duties as may be required.

Qualifications:

1. The minimum qualifications prescribed for Attendance Officer in Grade II.
2. Experience in field sociological work and supervisory ability.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Attendance Officers in Grade II or persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$180.00 to \$210.00, inclusive.

Suggested Salary Rates: \$180.00, \$190.00, \$200.00, \$210.00.

CUSTODIAL SERVICE—CLASS J

The CUSTODIAL SERVICE shall include those offices and positions in the city service whose incumbents are required to have custody of city property or stores; to keep order among and to assist persons visiting or making use of public property or to maintain such property in a clean and sanitary condition and to perform incidental clerical, operating or technical work.

GRADE I.—CUSTODIAL SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ANIMAL KEEPER
ASSISTANT KEEPER OF PIPE YARD
ATTENDANT
GARDENER
JANITOR AND WINDOW WASHER
JANITRESS
LIFE GUARD
NATATORIUM ATTENDANT (FEMALE)
NATATORIUM AND BEACH ASSISTANT
PAVILION ATTENDANT (FEMALE)
STOCKMAN
WATCHMAN

Title of Position:

ANIMAL KEEPER

Classification: Custodial Service—Grade I.

Definition of Duties:

The duties of ANIMAL KEEPER are to care for, under supervision, clean, feed, guard and exhibit animals, birds, reptiles and fish; to clean, paint and repair the animals' living quarters and other equipment of the Zoological Divisions of the park, such as water and sewer systems, lawns, roads and walks, and to perform other related work as may be assigned.

Qualifications:

1. Experience in animal keeping.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$80.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$77.50, \$80.00.

Title of Position:

ASSISTANT KEEPER OF PIPE YARD

Classification: Custodial Service—Grade I.

Definition of Duties:

The duties of ASSISTANT KEEPER OF PIPE YARD are to check and report on receipts and shortages of pipe, special castings, hydrants and valves with bills of lading; to exercise care in the loading of trucks for pipe deliveries and its distribution so as not to interfere with traffic or with property owners and to make physical inventories and report on the quantity of stock on hand.

Qualifications:

1. Experience in handling materials and equipment.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$80.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$77.50, \$80.00.

Title of Position:

ATTENDANT

Classification: Custodial Service—Grade I.

Definition of Duties:

The duties of ATTENDANT are to be in attendance on and to care for exhibits, books or other public property, or of personal belongings of visitors to public institutions; to assist and keep order among visitors and give information regarding exhibits; to operate stereopticon or moving picture machines during lectures, and to perform incidental cleaning and other work as may be assigned.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$65.00 to \$80.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$72.50, \$75.00, \$77.50, \$80.00.

Title of Position:

GARDENER

Classification: Custodial Service—Grade I.

Definition of Duties:

The duties of GARDENER are to plant, cultivate and care for flowers, plants and shrubs for conservatory, park, nursery and boulevard uses.

Qualifications:

1. Practical training in gardening.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$80.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$77.50, \$80.00.

Title of Position:

JANITOR AND WINDOW WASHER

Classification: Custodial Service—Grade I.

Definition of Duties:

The duties of JANITOR AND WINDOW WASHER are to maintain and clean and, where required, heat public buildings and maintain grounds, involving the sweeping, scrubbing and dusting of rooms, halls, stairways and toilets; cleaning side-walks and removing snow; washing windows; attending boiler or other heating apparatus; substituting for elevator operator; operating laundry machinery; doing general farm work, and performing other custodial work or labor as may be assigned.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$60.00 to \$75.00, inclusive.

Suggested Salary Rates: \$60.00, \$65.00, \$67.50, \$70.00, \$72.50, \$75.00.

Title of Position:

JANITRESS

Classification: Custodial Service—Grade I.

Definition of Duties:

The duties of JANITRESS are to maintain and clean public property, including buildings, furniture, books and cases, which involves scrubbing, mopping, cleaning, dusting and other related work as assigned.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$45.00 to \$55.00, inclusive.

Suggested Salary Rates: \$45.00, \$47.50, \$50.00, \$52.50, \$55.00.

Title of Position:

LIFE GUARD

Classification: Custodial Service—Grade I.

Definition of Duties:

The duties of LIFE GUARD are to patrol the breakwaters for the purpose of observing, warning or rescuing persons who are in danger of drowning.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$60.00 to \$75.00, inclusive.

Suggested Salary Rates: \$60.00, \$65.00, \$70.00, \$72.50, \$75.00.

Title of Position:

NATATORIUM ATTENDANT (FEMALE)

Classification: Custodial Service—Grade I.

Definition of Duties:

The duties of NATATORIUM ATTENDANT (FEMALE) are to attend to the wants of the public making use of the Natatoria; to assist and keep order; to repair bathing suits and to do light cleaning and other incidental work as may be assigned.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$20.00 to \$30.00, inclusive (Including compensation for repairing bathing suits).

Suggested Salary Rates: \$20.00, \$22.50, \$25.00, \$30.00.

Title of Position:

NATATORIUM AND BEACH ASSISTANT

Classification: Custodial Service—Grade I.

Definition of Duties:

The duties of NATATORIUM AND BEACH ASSISTANT, which involve supervision of Attendants, are to assign patrons to rooms; to keep order and prevent injury, give warning to or rescue persons who are in danger of injury or drowning; to render first aid in case of accident; to clean building, tanks, and rooms; to perform incidental office work; also, in case of the incumbent at Bathing Beach, to act as Night Caretaker during the winter months.

Qualifications:

1. Ability as a life guard.
2. Such other qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$80.00, inclusive.

Suggested Salary Rates: \$70.00, \$72.50, \$75.00, \$77.50, \$80.00.

Title of Position:

PAVILION ATTENDANT (FEMALE)

Classification: Custodial Service—Grade I.

Definition of Duties:

The duties of PAVILION ATTENDANT (FEMALE) are to attend to the wants of the public making use of Pavilions and Park Comfort Stations, to assist and keep order and to do light cleaning and other incidental work as may be required.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$45.00 to \$55.00, inclusive.

Suggested Salary Rates: \$45.00, \$47.50, \$50.00, \$52.50, \$55.00.

Title of Position:

STOCKMAN

Classification: Custodial Service—Grade I.

Definition of Duties:

The duties of STOCKMAN are to receive, store and issue on approved requisitions, materials, supplies and equipment; to assist in the keeping of records and taking of physical inventories, and, in addition, to do incidental cleaning work.

Qualifications:

1. Experience in handling supplies and materials and equipment.
2. Some knowledge of cost keeping.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$65.00 to \$80.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$75.00, \$77.50, \$80.00.

Title of Position:

WATCHMAN

Classification: Custodial Service—Grade I.

Definition of Duties:

The duties of WATCHMAN, which may include cleaning or other light work when so directed, are to exercise care in the protection of property from theft, trespass, fire or other injury or danger during a definite period of watch and, in the case of Watchman of the Reservoir, to take measurements of water and temperatures of water and air.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: 65.00 to \$75.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$72.50, \$75.00.

GRADE II.—CUSTODIAL SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

HEAD JANITOR

JANITOR-ENGINEMAN (SCHOOLS)

KEEPER OF PIPE YARD

KEEPER OF RESERVOIR

NATATORIUM AND BEACH CUSTODIAN

PARK FOREMAN

STORE KEEPER

TREE SURGEON

Title of Position:

HEAD JANITOR

Classification: Custodial Service—Grade II.

Definition of Duties:

The duties of HEAD JANITOR, which involve the direction and supervision of helpers in lower grades or involve complete responsibility for cleaning, maintaining and repair work of a minor building, are to have general charge of the janitorial work in public buildings; to requisition and account for the use of cleaning supplies and materials; to make minor repairs and to perform personal janitorial or heating or repair service as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Janitors in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$105.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$97.50, \$100.00, \$102.50, \$105.00.

Title of Position:

JANITOR-ENGINEMAN (SCHOOLS)

Classification: Custodial Service—Grade II.

Definition of Duties:

The duties of JANITOR-ENGINEMAN (SCHOOLS) are to direct the force engaged in the heating, cleaning and maintenance of school buildings; to have charge of the employment of help to perform such work, and to be responsible for the proper performance of general and special service as may be required.

Qualifications:

1. Knowledge and practical experience in the operation, repair and maintenance of boilers, engines, pumps, and heating and ventilating plants and equipment.

2. Experience in handling men and care and maintenance of property.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: No recommendation as to rates of compensation or conditions governing advancement are included, in the absence of a study of janitorial work in the school buildings and the operation of the contract-payment plan.

Title of Position:

KEEPER OF PIPE YARD

Classification: Custodial Service—Grade II.

Definition of Duties:

The duties of KEEPER OF PIPE YARD are to supervise and be responsible for the operation and maintenance of the Pipe Yard; to receive, store and issue on approved requisition from the Superintendent of Water Works, all materials including water pipe, hydrants and valves; to make physical inventory and prepare weekly report of stock on hand; to direct the switching of car loads of pipe and the

distribution of water pipe and specials along streets and to keep cartage and other records as may be required.

Qualifications:

1. The minimum qualifications prescribed for Assistant Keeper of Pipe Yard in Grade I.

2. Knowledge and experience in the distribution of water pipe and specials along streets and familiarity with water pipe and all kinds of fittings.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$100.00 to \$125.00, inclusive.

Suggested Salary Rates: \$100.00, \$110.00, \$115.00, \$120.00, \$125.00.

Title of Position:

KEEPER OF RESERVOIR

Classification: Custodial Service—Grade II.

Definition of Duties:

The duties of KEEPER OF RESERVOIR are to have charge of the Reservoir; to maintain records of measurements of water and temperature of air and water, and to supervise the work of Watchmen and other Reservoir employes.

Qualifications:

1. The minimum qualifications prescribed for Watchman in Grade I.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having necessary qualifications and experience.

Suggested Range of Compensation: \$70.00 (Dwelling house is furnished by the city).

Title of Position:

NATATORIUM AND BEACH CUSTODIAN

Classification: Custodial Service—Grade II.

Definition of Duties:

The duties of NATATORIUM AND BEACH CUSTODIAN, which involve supervisory ability and natatorium experience, are to direct and be responsible for the operation and maintenance of natatoria or bathing beaches, including the supervision of employes in Grade I and other employes; the keeping and maintaining of order; the warning, or

rescuing of persons in danger of injury or drowning; to make collections and account for moneys received for rental of bathing suits; to receive, store, distribute and account for materials and supplies used; to make minor repairs and to perform other clerical and related work as may be required. Further, in the case of incumbents assigned to bathing beaches, to have custody of buildings during the winter months.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. At least two years of appropriate experience in Grade I or experience in work of the character and standard of Grade I.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having necessary qualifications and experience.

Suggested Range of Compensation: Employees at Natatoria, \$100.00 to \$110.00, inclusive. (The rental value of living quarters to be paid by Natatorium Custodian to the city).

Suggested Salary Rates: \$100.00, \$105.00, \$107.50, \$110.00.

Suggested Range of Compensation: Employees at Bathing Beaches: \$80.00 to \$90.00, inclusive.

Suggested Salary Rates: \$80.00, \$82.50, \$85.00, \$87.50, \$90.00.

Title of Position:

PARK FOREMAN

Classification: Custodial Service—Grade II.

Definition of Duties:

The duties of PARK FOREMAN are to plan, supervise and inspect the work of employes engaged in the planting, cultivation and care of trees, shrubs, plants and flowers in the parks and boulevards; to make estimates of cost of construction, alteration and repair of buildings, park roads and walks and sewer systems, and supervise the performance of such work; to make reports and keep necessary records, and to perform such other clerical and related work as may be required.

Qualifications:

1. Knowledge and experience in planting, cultivating and caring for trees in public parks, boulevards, or other training or experience recognized as equivalent.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$100.00 to \$125.00, inclusive.

Suggested Salary Rates: \$100.00, \$110.00, \$115.00, \$120.00, \$125.00.

Title of Position:

STORE KEEPER

Classification: Custodial Service—Grade II.

Definition of Duties:

The duties of STORE KEEPER, which may or may not be supervisory in character, are to receive, inspect, store, issue on approved requisitions, classify and account for supplies, materials, and equipment in the Storage Division or Storeroom; to make requisitions necessary to maintain stock within prescribed limits; and to make physical inventory and keep necessary records, making reports as may be required. Further, in case of the Store Keeper in the Fire Department, to purchase, inspect, distribute and account for hay and oats, and to respond to all second and third alarms of fire.

Qualifications:

1. The minimum qualifications prescribed for Stockmen in Grade I.
2. At least two years of appropriate experience in Grade I or experience in work of the character and standard of Grade I.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$115.00, inclusive.

Suggested Salary Rates: \$90.00, \$100.00, \$105.00, \$110.00, \$115.00.

Title of Position:

TREE SURGEON

Classification: Custodial Service—Grade II.

Definition of Duties:

The duties of TREE SURGEON, which require a high degree of skill, technical training in tree culture and surgery and involve supervisory ability, are to care for, plant, prune and treat all trees in the parks and boulevards; to supervise the work of tree laborers, and to perform such other work in the actual care of trees as may be required.

Qualifications:

1. Technical training in tree culture and surgery.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$100.00 to \$125.00, inclusive.

Suggested Salary Rates: \$100.00, \$110.00, \$115.00, \$120.00, \$125.00.

GRADE III.—CUSTODIAL SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

SENIOR STORE KEEPER

DIRECTOR OF ZOOLOGICAL DIVISION

Title of Position:

SENIOR STORE KEEPER

Classification: Custodial Service—Grade III.

Definition of Duties:

The duties of SENIOR STORE KEEPER, which involve executive ability and wide knowledge of purchasing and trade conditions, are to prepare estimates for necessary supplies and materials; to prepare specifications for the purchase of supplies for stock room, offices and schools; to supervise the receiving, inspection, storing, issuing on approved requisitions of supplies and materials purchased on account of or through miscellaneous purchases for the main stock room and for the graded and high schools, and other special departments.

Qualifications:

1. The minimum qualifications prescribed for Store Keeper in Grade II.
2. Executive ability and wide knowledge of purchasing and familiarity with trade conditions and markets.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having necessary qualifications and experience.

Suggested Range of Compensation: \$150.00 to \$170.00, inclusive.

Suggested Salary Rates: \$150.00, \$160.00, \$165.00, \$170.00.

Title of Position:

DIRECTOR OF ZOOLOGICAL DIVISION

Classification: Custodial Service—Grade III.

Definition of Duties:

The duties of DIRECTOR OF ZOOLOGICAL DIVISION, which require the highest degree of skill and experience are to assume entire responsibility, under the Secretary (Park Commission), for the conduct of the Zoological Division, including the supervision of animal keepers and other assistants; the custody, care, feeding, breeding and exhibition of all specimens; to have charge of the exchange, sale or

purchase of such specimens; to be responsible for the care and maintenance of buildings, cages and enclosures, and to perform other related technical work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Animal Keeper.
2. At least five years' training and experience in the handling of wild animals and the operation and maintenance of zoological gardens.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$175.00, \$180.00.

DOMESTIC AND INSTITUTIONAL SERVICE—CLASS K

The DOMESTIC AND INSTITUTIONAL SERVICE shall include those positions in the city service, whose incumbents are required to perform non-professional work incident to the maintenance and operation of city hospitals or correctional departments and to care for patients, inmates or prisoners.

GRADE I.—DOMESTIC AND INSTITUTIONAL SERVICE: Shall include the following position, the specifications of duties, responsibilities and requirements of which are set forth under the title:

DOMESTIC

Title of Position:

DOMESTIC

Classification: Domestic and Institutional Service—Grade I.

Definition of Duties:

The duties of DOMESTIC are to perform simple routine assigned tasks in connection with kitchen, dining room, bed room or general institutional work, which does not require skill in cooking, laundry or sewing operations.

Examples:

- Washing dishes;
- Preparing vegetables;
- Waiting on table;
- Serving meals on trays;

Making of beds and taking care of bed linen;
Cleaning of pantry, kitchen, dining room, toilets, hallways and
wards;
Receiving and directing visitors.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$25.00 to \$35.00, inclusive, with board, laundry and lodging.

Suggested Salary Rates: \$25.00, \$27.50, \$30.00, \$32.50, \$35.00, with board, laundry and lodging.

GRADE II.—DOMESTIC AND INSTITUTIONAL SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

COOK

HOSPITAL ATTENDANT

LAUNDRESS

POLICE MATRON

(Unclassified Civil Service)

SEAMSTRESS

Title of Position:

COOK

Classification: Domestic and Institutional Service—Grade II.

Definition of Duties:

The duties of COOK, which require skill in cooking and in handling and inspection of provisions and foods, are to cook meat and vegetables, bake bread, pastry and other bakery goods, to have general charge of provisions and foods, to clean kitchen, pantry and refrigerator, and to supervise Domestic assigned as kitchen help.

Qualifications:

1. Ability to cook and bake and to take charge of provisions and foods.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$45.00 to \$55.00, inclusive, with board, laundry and lodging.

Suggested Salary Rates: \$45.00, \$50.00, \$52.50, \$55.00, with board, laundry and lodging.

Title of Position:

HOSPITAL ATTENDANT

Classification: Domestic and Institutional Service—Grade II.

Definition of Duties:

The duties of HOSPITAL ATTENDANT, which require institutional experience and knowledge of handling patients, are to assist in receiving and caring for hospital patients, including receiving, undressing, bathing and attending patients, caring for their clothes, making up splints, rendering assistance to nurses and doing incidental cleaning.

Qualifications:

1. Knowledge and experience in handling mentally deranged patients and institutional experience.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$50.00 to \$60.00, inclusive, with board, laundry and lodging.

Suggested Range of Compensation: \$55.00 to \$65.00, inclusive, with board and laundry.

Suggested Salary Rates: \$50.00, \$55.00, \$57.50, \$60.00, with board, laundry and lodging.

Suggested Salary Rates: \$55.00, \$60.00, \$62.50, \$65.00, with board and laundry.

Title of Position:

LAUNDRESS

Classification: Domestic and Institutional Service—Grade II.

Definition of Duties:

The duties of LAUNDRESS, which require skill and ability in laundry work and handling of laundry machinery, are to be responsible for the laundry work of an institution or department, to operate laundry machines, to wash and iron by hand, or to perform other laundry or general institutional work as may be assigned.

Qualifications:

1. Ability to operate laundry machinery and to wash and iron by hand.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$30.00 to \$40.00, inclusive, with board, laundry and lodging.

Suggested Range of Compensation: \$35.00 to \$45.00, inclusive, with meals alone.

Suggested Salary Rates: \$30.00, \$35.00, \$37.50, \$40.00, with board, laundry and lodging.

Suggested Salary Rates: \$35.00, \$40.00, \$42.50, \$45.00, with meals alone.

Title of Position:

POLICE MATRON
(Unclassified Civil Service)

Classification: Domestic and Institutional Service—Grade II.

Definition of Duties:

The duties of POLICE MATRON, which require ability and experience in the care of and attendance upon female prisoners, are to attend female prisoners confined in the Central Police station, to take care of lost children, to care for sleeping quarters, to serve meals to female inmates and lunches to other prisoners, and to do incidental domestic and cleaning work as may be required.

Qualifications:

1. Ability and experience as house-keeper.
2. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$50.00 with lodging quarters consisting of three rooms, with light and heat and maintenance.

Title of Position:

SEAMSTRESS

Classification: Domestic and Institutional Service—Grade II.

Definition of Duties:

The duties of SEAMSTRESS, which require skill and ability in sewing work, are to do machine and hand sewing for an institution and to perform incidental domestic or institutional work as may be assigned.

1. Ability to do plain sewing.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$35.00 to \$45.00, inclusive, with one meal per day.

Suggested Salary Rates: \$35.00, \$40.00, \$42.50, \$45.00 with one meal per day.

ENGINEMEN SERVICE—CLASS L

The **ENGINEMAN SERVICE** shall include those positions in the city service whose incumbents are required to operate and keep in repair or to assist in the operation and care of equipment, apparatus and machinery used in the production of light, heat and power for buildings, for pumping water and sewage, for incinerating of garbage and refuse, for the manufacture of asphalt, and for the operation of steam rollers, large cranes or other machinery or apparatus; or to supervise the performance of such work.

GRADE I.—ENGINEMAN SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

COAL PASSER AND HELPER

FIREMAN

OILER

Title of Position:

COAL PASSER AND HELPER

Classification: Engineman Service—Grade I.

Definition of Duties:

The duties of **COAL PASSER AND HELPER** are to haul coal and to assist Firemen in cleaning fires, removing ashes, and to do other work as required to keep the boilers, boiler room and grounds about the stations in proper condition; to assist in the repair and care of equipment; to act as Fireman, Oiler or Mechanical Assistant, or to perform other related work as directed.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$65.00 to \$75.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$72.50, \$75.00.

Title of Position:

FIREMAN

Classification: Engineman Service—Grade I.

Definition of Duties:

The duties of **FIREMAN** are to maintain proper pressure and proper water level in boilers, to take care of boilers, pumps, mach-

inery and boiler-room and keep same in clean and working condition; to assist in making minor repairs, and to perform such other related work as may be assigned.

Qualifications:

1. Experience in firing and tending boilers, feed-pumps, motors, elevators, etc.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$75.00 to \$85.00, inclusive.

Suggested Salary Rates: \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:

OILER

Classification: Engineman Service—Grade I.

Definition of Duties:

The duties of OILER are to oil and clean engines and machinery during a definite period or watch; to wheel coal and ashes, and to perform cleaning and other related work as may be assigned.

Qualifications:

1. Experience in oiling and cleaning engines and machinery.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$75.00 to \$85.00, inclusive.

Suggested Salary Rates: \$75.00, \$80.00, \$82.50, \$85.00.

GRADE II.—ENGINEMAN SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ENGINEMAN AND MACHINIST.

ENGINEMAN (MINOR STATIONS)

MACHINERY OPERATOR (INCINERATOR)

MACHINERY OPERATOR (TESTING STATION)

SUBSTITUTE ENGINEMAN

Title of Position:

ENGINEMAN AND MACHINIST

Classification: Engineman Service—Grade II.

Definition of Duties:

The duties of ENGINEMAN AND MACHINIST are to assist the Engineman (Major Station) in the operation of boilers, reciprocating

engines, motors, condensers and all other machinery and equipment in a major power plant during a definite period or watch; to do the work required of Machinists in making repairs to machinery, either in the Water Department, shop or in the station, and to perform other related work as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I or II having the necessary qualifications and experience.

Suggested Range of Compensation: \$95.00 to \$105.00, inclusive.

Suggested Salary Rates: \$95.00, \$97.50, \$100.00, \$102.50, 105.00.

Title of Position:

**ENGINEMAN (MINOR STATIONS)
SUBSTITUTE ENGINEMAN (MINOR STATIONS)**

Classification: Engineman Service—Grade II.

Definition of Duties:

The duties of ENGINEMAN (MINOR STATIONS), which involve the supervision of Firemen, Oilers, Coal Passers and Helpers, are to operate and repair boilers, steam turbines, reciprocating engines, motors, condensers and all other machinery and equipment in a minor power plant during a definite period or watch.

The duties of SUBSTITUTE ENGINEMAN (MINOR STATIONS), are to relieve Enginemen, Oilers and Firemen in the performance of work normally adhering to the positions relieved and to do cleaning, repairing and other related work as may be required.

Examples:

Engineman or Substitute Engineman in one of the following stations: High Service Pumping Station, McKinley Park Flushing Station, Chicago Road Flushing Station, Jones Island Station, Incinerator Power Plant, City Hall Power Plant, Public Museum Power Plant, South View Hospital, Johnston Emergency Hospital.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I or II having the necessary qualifications and experience.

Note—(Substitute Enginemen, Grade II, may be assigned to the position of Engineman (Minor Stations) in Grade II, without further examination upon the showing of ability to operate the plant during a definite period or watch and to direct assistants.)

Suggested Range of Compensation: (Engineman, Minor Stations)
\$95.00 to \$105.00, inclusive.

Suggested Range of Compensation: (Substitute Engineman, Minor Stations) \$85.00 to \$95.00, inclusive.

Suggested Salary Rates: (Engineman) \$95.00, \$100.00, \$102.50, \$105.00.

Suggested Salary Rates: (Substitute Engineman) \$85.00, \$90.00, \$92.50, \$95.00.

Title of Position:

MACHINERY OPERATOR (INCINERATOR)

Classification: Engineman Service—Grade II.

Definition of Duties:

The duties of MACHINERY OPERATOR (INCINERATOR) are to maintain proper steam pressure and proper water level in boilers, to take care of feed-pumps, blower-engines and other machinery during a definite period or watch, and to perform such other repair work and cleaning as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$85.00 to \$95.00, inclusive.

Suggested Salary Rates: \$85.00, \$90.00, \$92.50, \$95.00.

Title of Position:

MACHINERY OPERATOR (TESTING STATION)

Classification: Engineman Service—Grade II.

Definition of Duties:

The duties of MACHINERY OPERATOR (TESTING STATION) are to operate and repair motors, blowers, centrifugal, steam and

gasoline pumps, air washers and air meters, in connection with the sewage testing and experimental work; to take sewage samples, to ferry boats, and to perform other related work as assigned.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. Knowledge and experience in the operation of machinery used in sewage testing and experimentation.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$85.00 to \$95.00, inclusive.

Suggested Salary Rates: \$85.00, \$90.00, \$92.50, \$95.00.

GRADE III.—ENGINEMAN SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ENGINEMAN (ASPHALT PLANT)

ENGINEMAN (MAJOR STATION)

ENGINEMAN IN CHARGE (MINOR STATION)

ENGINEMAN (STEAM ROLLER)

Title of Position:

ENGINEMAN (ASPHALT PLANT)

Classification: Engineman Service—Grade III.

Definition of Duties:

The duties of ENGINEMAN (ASPHALT PLANT) are to operate, repair and care for machinery used in the manufacture of asphalt, to operate and repair stone crushers and road rollers during different periods of the year and to perform other related work as required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. Knowledge and practical experience in asphalt plant operation and ability to operate a stone crusher or road roller.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$115.00 to \$125.00, inclusive.

Suggested Salary Rates: \$115.00, \$120.00, \$122.50, \$125.00.

Title of Position:

ENGINEMAN (MAJOR STATION)

Classification: Engineman Service—Grade III.

Definition of Duties:

The duties of ENGINEMAN (MAJOR STATION), which involve the supervision of Enginemen and Machinists, Firemen, Oilers, Coal Passers and Mechanical Assistants, are to operate and keep in repair boilers, reciprocating engines, motors, condensers and all other machinery and equipment in a major station during a definite period or watch.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. Knowledge and practical experience of the operation of large units in a major power plant.
3. Practical training as a machinist and supervisory ability.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$115.00 to \$125.00, inclusive.

Suggested Salary Rates: \$115.00, \$120.00, \$122.50, \$125.00.

Title of Position:

ENGINEMAN IN CHARGE (MINOR STATION)

Classification: Engineman Service—Grade III.

Definition of Duties:

The duties of ENGINEMAN IN CHARGE (MINOR STATION), which involve supervision of at least two or more Enginemen (Minor Stations) and of Firemen, Oilers, Mechanical Assistants and other employes in a Minor Station, and which may or may not involve the covering of one shift, are to supervise and be responsible, under the Assistant Chief Engineman (Power Plants), for all details of operation, repair and maintenance of machinery and equipment used in pumping water or sewage or in the development of power in a minor station, to keep records and to make regular reports.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. Knowledge and practical experience of the construction, operation and repair of steam plants, machinery and equipment.
3. Supervisory ability.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$115.00 to \$125.00, inclusive.

Suggested Salary Rates: \$115.00, \$120.00, \$122.50, \$125.00

Title of Position:

ENGINEMAN (STEAM ROLLER)

Classification: Engineman Service—Grade III.

Definition of Duties:

The duties of ENGINEMAN (STEAM ROLLER) are to operate, repair and care for steam and gasoline road rollers used in the construction and maintenance work of asphalt and macadam roads.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. Knowledge and practical experience in the operation and repair of steam and gasoline road rollers, and knowledge of their construction.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$115.00 to \$125.00, inclusive.

Suggested Salary Rates: \$115.00, \$120.00, \$122.50, \$125.00.

GRADE IV.—ENGINEMAN SERVICE: Shall include the following positions, the specifications of duties, responsibilities and qualifications of which are set forth under the respective titles:

ENGINEMAN IN CHARGE (CITY HALL BUILDING)

ENGINEMAN IN CHARGE (MAJOR STATION)

ENGINEMAN IN CHARGE (MUSEUM BUILDING)

SUPERINTENDENT OF INCINERATOR

Title of Position:

ENGINEMAN IN CHARGE (CITY HALL BUILDING)

Classification: Engineman Service—Grade IV.

Definition of Duties:

The duties of ENGINEMAN IN CHARGE (CITY HALL BUILDING), which involve the supervision of the Enginemen, Machinists, Firemen, Oilers, Mechanical Assistants and Helpers engaged in the City Hall Building, are to supervise and be responsible, under the Superintendent of Bridges and Public Buildings, for all details of operation, repair and maintenance of engines, boilers, pumps, elevator machinery and other equipment used in the lighting, heating, ventilating and elevator service of the City Hall Building and to keep records and make regular reports on such work.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. Knowledge and practical experience of the operation, repair and maintenance of engines, boilers, pumps, hydraulic elevator machinery and equipment.
3. Supervisory ability.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$125.00 to \$140.00, inclusive.

Suggested Salary Rates: \$125.00, \$130.00, \$135.00, \$140.00.

Title of Position:

ENGINEMAN IN CHARGE (MAJOR STATION)

Classification: Engineman Service—Grade IV.

Definition of Duties:

The duties of ENGINEMAN IN CHARGE (MAJOR STATION), which involve supervision of at least two or more Enginemen (Major Stations) and of Enginemen and Machinists, Firemen, Oilers, Mechanical Assistants and other employees, in a Major Station, are to supervise and be responsible, under the Assistant Chief Engineman (Power Plants), for all details of operation, repair and maintenance of the boilers, engines and other machinery, equipment and apparatus used in a Major Station, to keep records and to make regular reports.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. Knowledge and practical experience in construction, operation and repair of steam plants and machinery.
3. Supervisory ability.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$135.00 to \$150.00, inclusive.

Suggested Salary Rates: \$135.00, \$140.00, 145.00, \$150.00.

Title of Position:

ENGINEMAN IN CHARGE (MUSEUM BUILDING)

Classification: Engineman Service—Grade IV.

Definition of Duties:

The duties of ENGINEMAN IN CHARGE (MUSEUM BUILDING), which involve supervision of Enginemen, Firemen, Oilers and other assistants engaged in the operation and maintenance of the mechanical and electrical plant, are to supervise and be responsible, under the Director of the Museum, for all details of operation, repair and maintenance of engines, boilers, pumps, elevator machinery and other apparatus and equipment used in the lighting, heating, ventilation and elevator service of the Museum Building; to plan and direct the installation and wiring and to keep records and make regular reports on such work.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. Knowledge and practical experience in the operation, repairing and maintenance of engines, boilers, pumps and other mechanical and electrical equipment.
3. Supervisory ability.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$135.00 to \$150.00, inclusive.

Suggested Salary Rates: \$135.00, \$140.00, 145.00, \$150.00.

Title of Position:

SUPERINTENDENT OF INCINERATOR

Classification: Engineman Service—Grade IV.

Definition of Duties:

The duties of SUPERINTENDENT OF INCINERATOR, which involve supervision of employes at the Incinerator and Incinerator Power Plant, are to supervise and be responsible, under the Chief Engineman of Power Plants, for all details of operation, repair and maintenance of machinery and equipment used in the incineration of refuse or in the development of power, heat or light; to be responsible for the care and upkeep of the building and grounds; to keep records and to make regular reports to the Chief Engineman.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade III.
2. Knowledge and practical experience in the construction and operation of steam and electrical machinery used in the incineration of refuse.
3. Supervisory ability.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having the necessary qualifications and experience.

Suggested Range of Compensation: \$135.00 to \$150.00, inclusive.

Suggested Salary Rates: \$135.00, \$140.00, 145.00, \$150.00.

GRADE V.—ENGINEMAN SERVICE: Shall include the following position, the specifications of duties, responsibilities and requirements of which are set forth under the title:

ASSISTANT CHIEF ENGINEMAN (POWER PLANTS)

Title of Position:

ASSISTANT CHIEF ENGINEMAN (POWER PLANTS)

Classification: Engineman Service—Grade V.

Definition of Duties:

The duties of ASSISTANT CHIEF ENGINEMAN (POWER PLANTS), which involve supervision of employes in the Power Plants and which require a high degree of technical training and much practical experience in the installation, operation, repair and maintenance of boilers, engines, machinery, and other equipment used in the

development of power, are to supervise and be responsible, under the Chief Engineman (Power Plants), for the economical operation and repair and for the employes in all power plants, and to perform the duties of the Chief Engineman in his absence.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade IV.
2. Technical training and experience in steam engineering and knowledge and experience in construction and operation of power plant machinery and equipment.
3. Supervisory ability.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade IV having the necessary qualifications and experience.

Suggested Range of Compensation: \$160.00 to \$180.00, inclusive.

Suggested Salary Rates: \$160.00, \$170.00, \$175.00, \$180.00.

GRADE VI.—ENGINEMAN SERVICE: Shall include the following office, the specifications of duties, responsibilities and requirements of which are set forth under the title:

CHIEF ENGINEMAN (POWER PLANTS)

Title of Position:

CHIEF ENGINEMAN (POWER PLANTS)

Classification: Engineman Service—Grade VI.

Definition of Duties:

The duties of CHIEF ENGINEMAN (POWER PLANTS), which involve supervision of all employes in the Division of Pumping and the Bureau of Power Plants and which require the highest degree of technical training and ability in the construction, erection and operation of large steam plants, are to exercise general supervision of all machinery and men employed in the Division of Pumping and in the Bureau of Power Plants; to supervise the construction and erection of all machinery and equipment in the several power plants in the Department of Public Works; to make and approve requisitions for supplies, materials, construction and repairs, and to inspect all work in process.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade V.

2. Technical training and ability in steam engineering together with long experience in construction, erection and operation of large steam plants.

3. Supervisory ability.

4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Assistant Chief Enginemane Grade V, having the necessary qualifications and experience.

Suggested Range of Compensation: \$200.00 to \$235.00, inclusive.

Suggested Salary Rates: \$200.00, \$215.00, \$225.00, \$235.00.

SKILLED LABOR SERVICE—CLASS M

Definition:

The SKILLED LABOR SERVICE shall include those positions in the city service whose incumbents are required to perform work in the different trades, handicrafts or useful arts, or work requiring manual or mechanical skill, or to supervise the performance of such work.

GRADE I.—SKILLED LABOR SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

BINDERY ASSISTANT
BLACKSMITH'S HELPER
CAULKER'S HELPER
CRANEMAN
ELECTRICAL MECHANIC'S HELPER
ELEVATOR OPERATOR
FURNACEMAN
GATEMAN
INCINERATOR HELPER
METER REPAIR HELPER
PHOTOGRAPHER'S HELPER
STEAMFITTER'S HELPER
TAPPER'S HELPER
TEAMSTER

Title of Position:

BINDERY ASSISTANT

Classification: Skilled Labor Service—Grade I.

Definition of Duties:

The duties of BINDERY ASSISTANT are to render general assistance in the binding of books, including taking the books apart, folding, sewing and finishing books and pamphlets and to perform other related work as may be assigned.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$35.00 to \$50.00, inclusive.

Suggested Salary Rates: \$35.00, \$40.00, \$45.00, \$47.50, \$50.00.

Title of Position:

BLACKSMITH'S HELPER

Classification: Skilled Labor Service—Grade I.

Definition of Duties:

The duties of BLACKSMITH'S HELPER are to perform the work of an apprentice and to assist the journeyman in the trade of blacksmithing.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$75.00, inclusive.

Suggested Salary Rates: \$70.00, \$72.50, \$75.00.

Title of Position:

CAULKER'S HELPER

Classification: Skilled Labor Service—Grade I.

Definition of Duties:

The duties of CAULKER'S HELPER are to assist the Caulker in the performance of his work of setting, cutting out and repairing connections of water mains.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$75.00, inclusive.

Suggested Salary Rates: \$70.00, \$72.50, \$75.00.

Title of Position:

CRANEMAN

Classification: Skilled Labor Service—Grade I.

Definition of Duties:

The duties of CRANEMAN are to operate electric cranes for the hoisting, transporting and depositing of materials, or to perform other related work as may be required.

Qualifications:

1. Ability to operate electric cranes.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:

ELECTRICAL MECHANIC'S HELPER

Classification: Skilled Labor Service—Grade I.

Definition of Duties:

The duties of ELECTRICAL MECHANIC'S HELPER are to render ~~assistance~~ to an Electrical Mechanic in electrical construction and ~~repair work~~ in connection with the Municipal Street Lighting system.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$75.00.

Suggested Salary Rates: \$70.00, \$72.50, \$75.00.

Title of Position:

ELEVATOR OPERATOR

Classification: Skilled Labor Service—Grade I.

Definition of Duties:

The duties of ELEVATOR OPERATOR are to operate a passenger or freight elevator, and to perform other related work as may be assigned.

Qualifications:

1. Ability to operate passenger or freight elevator.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$65.00 to \$75.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$72.50, \$75.00.

Title of Position:

FURNACEMAN

Classification: Skilled Labor Service—Grade I.

Definition of Duties:

The duties of FURNACEMAN are to charge furnaces at the incinerator with city refuse and to be responsible under the Superintendent, for the proper operation of the furnaces.

Qualifications:

1. Practical experience in incinerating mixed refuse.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:

GATEMAN

Classification: Skilled Labor Service—Grade I.

Definition of Duties:

The duties of GATEMAN are to keep screens free from debris at inlets to tunnels supplying water for pumping stations, and to do other work as directed by the Engineman in Charge (Minor Station).

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$65.00 to \$75.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$72.50, \$75.00.

Title of Position:

INCINERATOR HELPER

Classification: Skilled Labor Service—Grade I.

Definition of Duties:

The duties of INCINERATOR HELPER are to perform routine work in connection with the incineration of garbage and refuse as directed by the Superintendent, such as removing ashes from bins to hoppers, hooking wagon box to hoist, removing ashes from basement to dump, and assisting in making minor repairs.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$65.00 to \$75.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$72.50, \$75.00

Title of Position:

METER REPAIR HELPER

Classification: Skilled Labor Service—Grade I.

Definition of Duties:

The duties of METER REPAIR HELPER are to assist Meter Repairmen in such work as the disconnection and removal to shop of defective meters; re-setting repaired meters and making report of the serial number and registration of meters disconnected; and may include the driving of an automobile.

Qualifications:

1. Knowledge of the various types of meters in service.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$75.00, inclusive.

Suggested Salary Rates: \$70.00, \$72.50, \$75.00.

Title of Position:

PHOTOGRAPHER'S HELPER

Classification: Skilled Labor Service—Grade I.

Definition of Duties:

The duties of PHOTOGRAPHER'S HELPER are to assist the Photographer in making negatives, prints and lantern slides; in mounting prints and filing negatives; in making and changing advertising signs, and to perform such other related work as may be assigned.

Qualifications:

1. Knowledge of photographic developing and printing.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$45.00 to \$60.00, inclusive.

Suggested Salary Rates: \$45.00, \$50.00, \$55.00, \$57.50, \$60.00.

Title of Position:

STEAMFITTERS' HELPER

Classification: Skilled Labor Service—Grade I.

Definition of Duties:

The duties of STEAMFITTERS' HELPER are to assist Steamfitters in the repairing of heating, ventilating and heat-regulating apparatus in buildings, and in such other related work as may be assigned.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$65.00 to \$75.00, inclusive, or \$2.50 to \$3.00 per day.

Suggested Salary Rates: \$65.00, \$70.00, \$72.50, \$75.00; \$2.50, \$2.75, \$2.88, \$3.00 per day.

Title of Position:

TAPPER'S HELPER

Classification: Skilled Labor Service—Grade I.

Definition of Duties:

The duties of TAPPER'S HELPER are to assist Tappers in inserting corporation cocks in mains supplying services; and may involve performing the duties of Hydrant Inspector during the winter months.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$75.00.

Suggested Salary Rates: \$70.00, \$72.50, \$75.00.

Title of Position:

TEAMSTER

Classification: Skilled Labor Service—Grade I.

Definition of Duties:

The duties of TEAMSTER are to drive, care for and feed horses; to haul materials, supplies or other commodities and perform other work as may be required.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$65.00 to \$75.00, inclusive.

Suggested Salary Rates: \$65.00, \$70.00, \$72.50, \$75.00.

GRADE II.—SKILLED LABOR SERVICE: Shall include the following positions, the specifications of duties and requirements of which are set forth under the respective titles:

AUTOMOBILE REPAIRMAN
BARNMAN AND REPAIRMAN
BLACKSMITH
BOATMAN
BOOK BINDER
BRIDGETENDER
CABINET-MAKER
CARPENTER
CAULKER
CHAUFFEUR
CHIEF ELEVATOR OPERATOR
ELECTRICAL MECHANIC
FIRE ALARM OPERATOR & TESTMAN
(Unclassified Civil Service)
HARNESSMAKER
(Unclassified Civil Service)
HOSE REPAIRER
(Unclassified Civil Service)
MACHINIST
MASON
METER REPAIRMAN
MILLWRIGHT
PAINTER
PHOTOGRAPHER
PLUMBER
SHADE-FITTER
SHEET METAL WORKER
SIGN PAINTER
SQUEEGEE OPERATOR
STEAMFITTER
STRUCTURAL IRON WORKER
TAPPER

Title of Position:

AUTOMOBILE REPAIRMAN

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of AUTOMOBILE REPAIRMAN are to repair city automobiles, including overhauling motors, transmissions and differentials; removing carbon from cylinders, adjusting carburetors, grinding and adjusting valves, and, in addition, to oil, grease and wash cars; to supply gasoline, and to perform incidental cleaning work in the office and garage.

Qualifications:

1. Practical experience in repairing automobiles.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$75.00 to \$90.00, inclusive.

Suggested Salary Rates: \$75.00, \$80.00, \$85.00, \$87.50, \$90.00.

Title of Position:

BARNMAN AND REPAIRMAN

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of BARNMAN AND REPAIRMAN are to clean, care for and feed horses; to clean and maintain horse-drawn and motor vehicles; to clean and maintain stable premises and equipment; and may involve driving teams or motor vehicles.

Qualifications:

1. Ability to care for horses and some knowledge of their ailments.
2. Some knowledge of automobile repairing.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:

BLACKSMITH

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of BLACKSMITH are to perform blacksmithing work in repairing machinery and apparatus and in sharpening and repairing tools.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Blacksmith's Helpers in Grade I upon the completion of their term as apprentice.

Suggested Range of Compensation: The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.41 per hour or \$3.28 per day.

Title of Position:

BOATMAN

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of BOATMAN are to operate a power boat and to carry workers from job to job; to transport material and supplies, and to clean and maintain in good operating condition the boat, engine and other machinery and apparatus connected therewith.

Qualifications:

1. Ability to operate and care for boat and engine.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:

BOOK BINDER

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of BOOK BINDER are to fold, sew and finish book work; to bind loose leaves; to supervise Bindery Assistants, and to perform such other work as may properly be required of bookbinders.

Qualifications:

1. The minimum qualifications prescribed for Bindery Assistant in Grade I.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Bindery Assistants, Grade I, having the necessary qualifications and experience.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:**BRIDGETENDER**

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of BRIDGETENDER are to tend and operate a bridge, including the oiling of machinery, removing snow and street refuse, applying salt and sand in icy weather; to be responsible for the keeping of lights burning during prescribed hours, and to be on watch during the shift to which assigned.

Qualifications:

1. Ability to operate bridge machinery.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$70.00 to \$85.00, inclusive.

Suggested Salary Rates: \$70.00, \$75.00, \$80.00, \$82.50, \$85.00.

Title of Position:**CABINET-MAKER**

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of CABINET-MAKER are to make and repair desks, book cases, tables and other school furniture, and to perform such other work as may properly be required.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.50 per hour or \$4.00 per day.

Title of Position:

CARPENTER

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of CARPENTER are to construct and repair structures or parts of structures, bridge roadways, walks, bridges, and to perform such other work as may properly be required of carpenters.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Carpenter's Helpers in Grade I having completed the required services as apprentice.

Suggested Range of Compensation: The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.50 per hour or \$4.00 per day.

Title of Position:

CAULKER

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of CAULKER are to set, cut out, fit and repair sections of mains, hydrants, gate valves and special castings; to install branch connections, and to run with lead and caulk joints in all sizes of

mains; to search for leaks and to perform such other work as may be required of caulkers.

Qualifications:

1. Training and practical experience in caulking and fitting cast iron pipe and fittings, and in running and caulking joints.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Caulkers' Helpers in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$85.00, inclusive.

Suggested Salary Rates: \$80.00, \$82.50, \$85.00.

Title of Position:

CHAUFFEUR

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of CHAUFFEUR are to operate, to make minor repairs and adjustments on a passenger, freight or ambulance motor vehicle; to clean, oil, wash, polish and maintain in good condition motor trucks, motor ambulances or passenger carrying automobiles; to load, unload and make record of materials and supplies received or delivered; to keep trip records for cost purposes, and to perform other related work as may be required.

Qualifications:

1. Ability to operate a motor vehicle and to make minor repairs thereon.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$75.00 to \$90.00, inclusive.

Suggested Salary Rates: \$75.00, \$80.00, \$85.00, \$87.50, \$90.00.

Title of Position:

CHIEF ELEVATOR OPERATOR

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of CHIEF ELEVATOR OPERATOR are to supervise the operation of elevators in the City Hall Building; to detect and

report defects and necessary repairs in the elevators; and to make out time sheets for Elevator Operators.

Qualifications:

1. The minimum qualifications prescribed for Elevator Operators in Grade I.
2. At least two years of appropriate experience in Grade I, or experience in work of the character and standard of Grade I.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Elevator Operators in Grade I having necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$90.00, inclusive.

Suggested Salary Rates: \$80.00, \$85.00, \$87.50, \$90.00.

Title of Position:

ELECTRICAL MECHANIC

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of ELECTRICAL MECHANIC are to install, construct and maintain or repair electric lighting or telegraph lines, equipment and apparatus, or electric power producing equipment and to perform such other work as may properly be required of electricians: further, in case of employes of the Fire and Police Alarm system, to attend all second, third and general alarm fires.

Qualifications:

1. Practical experience in aerial and underground line construction work.
2. Experience in maintaining power producing equipment and apparatus.
3. Such additional qualifications as may be prescribed by the City Service Commission or the Fire and Police Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$95.00 to \$105.00, inclusive.

Suggested Salary Rates: \$95.00, \$100.00, \$105.00.

Title of Position:

FIRE ALARM OPERATOR AND TEST MAN
(Unclassified Civil Service)

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of FIRE ALARM OPERATOR AND TEST MAN are to assist in receiving and dispatching fire alarms and other orders on the movement of fire companies and fire fighting equipment; to test all instruments and wires, all box, joker and alarm circuits and battery boards of the fire and police alarm system and to perform other work in keeping the fire alarm plant in working order as may be required.

Qualifications:

1. Ability to use the Morse telegraphic code and familiarity with the principles of electric wiring and the installation of electrical apparatus.
2. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$90.00 to \$100.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$97.50, \$100.00.

Title of Position:

HARNESSMAKER
(Unclassified Civil Service)

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of HARNESSMAKER are to make and repair harness, saddles, collars, horse boots and anything made of leather or other fabric which are used for horses and in connection with Fire Department apparatus; to blacken, grease and rub up harness and parts, and to perform such other work as may properly be required of harnessmakers.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.
2. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$90.00 to \$102.50, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$97.50, \$100.00, \$102.50.

Title of Position:

HOSE REPAIRER
(Unclassified Civil Service)

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of HOSE REPAIRER are to test hose by pressure and physical test, to repair hose used by the Fire Department and to perform such other work as may be required, including the hauling and delivering of materials and incidental cleaning work in the repair shop.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.

2. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$90.00 to \$102.50, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$97.50, \$100.00, \$102.50.

Title of Position:

MACHINIST

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of MACHINIST are to erect, assemble or dismantle and repair machinery or parts of machinery, equipment and apparatus of the Water Department or the apparatus and equipment used by the Fire Department; to operate lathes, planers, drill presses, milling machines and other tools used in machine work, and to perform such other work as may properly be required of machinists; further, in case of Machinist in the Fire Department Repair Shop to respond to second, third and general alarm fires while on duty.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.

2. Such additional qualifications as may be prescribed by the City Service Commission or the Fire and Police Commission.

Line of Promotion:

Apprentices having the necessary qualifications and experience.

Suggested Range of Compensation: \$95.00 to \$105.00, inclusive.

Suggested Salary Rates: \$95.00, \$100.00, 102.50, \$105.00.

Title of Position:

MASON

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of MASON are to lay bricks to line and grade in the construction of catch basins, manholes and sewers; to repair brick work in same, and to perform such other work as may properly be required of masons.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Masons' or Bricklayers' Helper in Grade I having necessary qualifications and experience.

Suggested Range of Compensation: The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.675 per hour, or \$5.40 per day.

Title of Position:

METER REPAIRMAN

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of METER REPAIRMAN are to examine, repair and re-adjust meters so as to secure accurate registration, full delivery and noiseless operation. to make reports of defects and of time and material used; to investigate complaints; to set or re-set meters; to make field and shop tests of large meters, and to perform such other related work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Meter Repair Helper in Grade I.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Meter Repair Helpers in Grade I having necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$90.00, inclusive.
Suggested Salary Rates: \$80.00, \$85.00, \$87.50, \$90.00.

Title of Position:

MILLWRIGHT

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of MILLWRIGHT are to set up machinery; to construct and repair furniture, doors, benches and other equipment and furnishing or structures, and to perform such other work as may properly be required of millwrights.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.50 an hour, or \$4.00 per day.

Title of Position:

PAINTER

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of PAINTER, which require familiarity with the quality and use of different kinds of paints and varnishes and a knowledge of mixing, are to mix paints and colors in proper proportions and to do painting and varnishing and glazing and to slate blackboards, and to perform such other work as may properly be required of painters.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.55 an hour, or \$4.40 per day.

Title of Position:

PHOTOGRAPHER

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of PHOTOGRAPHER are to make photographic exposures; to develop, fix, re-touch and to make prints from photographic negatives; to file all negatives and prints; to make and color lantern slides and to overhaul, mend and re-arrange films; to operate the stereopticon and motion picture machines in the Public Museum; to select suitable supplies and to assist in the selection of new apparatus.

Qualifications:

1. Experience in the practice of Photography in both inside and outside work.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Photographer's Helper in Grade II having necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$95.00, inclusive.

Suggested Salary Rates: \$80.00, \$85.00, \$90.00, \$92.50, \$95.00.

Title of Position:

PLUMBER

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of PLUMBER are to install piping for gas, water, waste, soil and vent lines; to cut and fit pipes; to replace old pipes with new ones; to fit up water and waste pipes, and to perform such other work as may properly be required of plumbers.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Plumbers' Helpers in Grade I having necessary qualifications and experience.

Suggested Range of Compensation: The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.60 an hour, or \$4.80 per day.

Title of Position:

SHADE-FITTER

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of SHADE-FITTER are to cut, fit and hang shades and curtains.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.45 an hour, or \$3.60 per day.

Title of Position:

SHEET METAL WORKER

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of SHEET METAL WORKER are to do sheet metal work in connection with the construction and repair of buildings, structures, apparatus and equipment; to do tinning, sheeting, soldering and glazing of metal work and to perform such other work as may properly be required of sheet metal workers.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.55 an hour, or \$4.40 per day.

Title of Position:

SIGN PAINTER

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of SIGN PAINTER, which require experience in painting, varnishing and glazing, are to paint signs and to do lettering of any description.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.50 an hour, or \$4.00 per day.

Title of Position:

SQUEEGEE OPERATOR

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of SQUEEGEE OPERATOR are to operate, make minor repairs and adjustments on, clean, oil and maintain in good working condition the squeegee street cleaning truck or automobile truck during different periods of the year; and to perform such other work as may be required.

Qualifications:

1. Experience in operating and repairing motor vehicles.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$75.00 to \$90.00, inclusive. The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.45 an hour or \$3.60 per day.

Suggested Salary Rates: \$75.00, \$80.00, \$85.00, \$87.50, \$90.00. Or, per diem wage as above.

Title of Position:

STEAMFITTER

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of STEAMFITTER are to install and repair steam, hydraulic or gasoline and oil power piping; to cut, fit and install piping which conveys steam, hot water or air; to repair steam traps, heating and ventilating plants and apparatus, and to perform such other work as may properly be required of steamfitters.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Apprentices in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.60 an hour, or \$4.80 per day.

Title of Position:

STRUCTURAL IRON WORKER

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of STRUCTURAL IRON WORKER are to do general repair work to iron work on bridges, to repair machinery or parts of machinery, brakes, locks, pumps, bearings and other bridge machinery, and to perform such other work as may be properly required of structural iron workers.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Apprentices having necessary qualifications and experience.

Suggested Range of Compensation: The per diem compensation for work performed shall be the prevailing rate of wages for this occupation. The prevailing rates appear to be \$0.65 per hour, or \$5.20 per day.

Title of Position:

TAPPER

Classification: Skilled Labor Service—Grade II.

Definition of Duties:

The duties of TAPPER, which require a general knowledge of water mains and their pipe connections with premises, are to insert taps in city water mains for supplying services; to take correct measurements of the location of taps and report thereon, and to perform the duties of hydrant inspector during the winter months.

Qualifications:

1. Service as apprentice during the length of time locally stipulated.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Tapper's Helpers in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$80.00 to \$95.00, inclusive. (Automobile expense to be paid by the city.)

Suggested Salary Rates: \$80.00, \$85.00, \$90.00, \$92.50, \$95.00. (Automobile expense to be paid by the city.)

GRADE III.—SKILLED LABOR SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ASPHALT PLANT FOREMAN

BLACKSMITH FOREMAN

CARPENTER FOREMAN

CHIEF BOOK BINDER

CHIEF FIRE ALARM OPERATOR AND TEST MAN

(Unclassified Civil Service)

CHIEF CAULKER

CHIEF ELECTRICAL MECHANIC

DISTRICT SEWER FOREMAN

FOREMAN, METER REPAIR SHOP

MACHINIST FOREMAN
(Unclassified Civil Service)
PAINTER FOREMAN
PAVING REPAIR SHOP FOREMAN
SHEET METAL WORKMEN FOREMAN
STREET REPAIR FOREMAN

Title of Position:

ASPHALT PLANT FOREMAN

Classification: Skilled Labor Service—Grade III.

Definition of Duties:

The duties of ASPHALT PLANT FOREMAN are to direct and be responsible, under the Field Supervisor of Street Construction and Repairs, for the work of laborers and teamsters and for the operation of the Asphalt Plant; to receive and account for raw material and asphalt disbursed to the various Street Repair Foremen; to keep records and make proper reports, and to perform such other related work as may be required.

Qualifications:

1. Practical experience in the manufacture of asphalt and bituminous concrete pavements and the operation and maintenance of Asphalt Plant.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$90.00 to \$105.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$102.50, \$105.00.

Title of Position:

BLACKSMITH FOREMAN

Classification: Skilled Labor Service—Grade III.

Definition of Duties:

The duties of BLACKSMITH FOREMAN are to supervise and be responsible for the work of a number of employes in Grade II and Helpers in their own or related trades, and to perform work of journeyman when required: further, in the case of Blacksmith Foreman in the Fire Department, to respond to second alarm fires during the period on watch.

Qualifications:

1. The minimum qualifications prescribed for Blacksmith in Grade II.

2. At least two years of appropriate experience in Grade II, or experience in work of the character and standard of Grade II.

3. Such additional qualifications as may be prescribed by the City Service Commission, or the Fire and Police Commission.

Line of Promotion:

Blacksmiths in Grade II having necessary qualifications and experience.

Suggested Range of Compensation: \$110.00 to \$125.00, inclusive.

Suggested Salary Rates: \$110.00, \$115.00, \$120.00, \$125.00.

Title of Position:

CARPENTER FOREMAN

Classification: Skilled Labor Service—Grade III.

Definition of Duties:

The duties of CARPENTER FOREMAN are to supervise and be responsible for the work of carpenters and of Helpers in their own or related trades, including the planning and estimating of the cost of work, accounting for materials used, and care of machinery, tools and equipment, and to perform the work of journeyman when required.

Qualifications:

1. The minimum qualifications prescribed for Carpenter in Grade II.
2. At least two years of appropriate experience in Grade II, or experience in work of the character and standard of Grade II.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Carpenters in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$110.00 to \$125.00, inclusive.

Suggested Salary Rates: \$110.00, \$115.00, \$120.00, \$125.00.

Title of Position:

CHIEF BOOK BINDER

Classification: Skilled Labor Service—Grade III.

Definition of Duties:

The duties of CHIEF BOOK BINDER are to direct and be responsible, under the City Librarian, for the conduct of work in the bindery; to supervise the work of employees in the Grades I and II, and to do

special work in finishing, marbeling or lettering and binding of books as may be required.

Qualifications:

1. The minimum qualifications prescribed for Book Binder in Grade II.
2. At least two years of appropriate experience in Grade II or experience in work of the character and standard of Grade II.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Book Binders in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$105.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$102.50, \$105.00.

Title of Position:

CHIEF FIRE ALARM OPERATOR AND TEST MAN
(Unclassified Civil Service)

Classification: Skilled Labor Service—Grade III.

Definition of Duties:

The duties of CHIEF FIRE ALARM OPERATOR AND TEST MAN, which involve supervision of Fire Alarm Operators and Test Men in Grade II, are to be responsible for the proper dispatching of fire alarms and orders and the movement of fire companies and the fire fighting equipment, and for keeping the fire alarm plant in working order; to keep record of tests and of troubles on the fire alarm system; to make reports in connection with the fire alarm system and to perform such other related work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Fire Alarm Operator and Test Man in Grade II.
2. At least two years of appropriate experience in Grade II, or experience in work of the character and standard of Grade II.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Fire Alarm Operators and Test Men in Grade II having necessary qualifications and experience.

Suggested Range of Compensation: \$105.00 to \$120.00, inclusive.

Suggested Salary Rates: \$105.00, \$110.00, \$115.00, \$117.50, \$120.00.

Title of Position:

CHIEF CAULKER

Classification: Skilled Labor Service—Grade III.

Definition of Duties:

The duties of CHIEF CAULKER are to direct and be responsible, under the Superintendent of Distribution, for the work of employes in Grades I and II and Helpers in related trades; to do work in the cutting and fitting of cast iron pipe and fittings, running with lead and caulking joints in all sizes of mains, and shut-off mains in the distribution system; to make proper measurements for the fitting and repairing of pipes; to repair valves and hydrants where making of new parts is not required, and to perform such other work as may be required.

Qualifications:

1. The minimum qualifications prescribed for position of Caulker, Grade II.
2. At least two years of appropriate experience in Grade II, or experience in work of the character and standard of Grade II.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Caulkers in Grade II having necessary qualifications and experience.

Suggested Range of Compensation: \$90.00 to \$105.00, inclusive.

Suggested Salary Rates: \$90.00, \$95.00, \$100.00, \$102.50, \$105.00.

Title of Position:

CHIEF ELECTRICAL MECHANIC

Classification: Skilled Labor Service—Grade III.

Definition of Duties:

The duties of CHIEF ELECTRICAL MECHANIC are to direct and be responsible for the work of Electrical Mechanics and Helpers in related trades in the repair and maintenance work on electric transmission lines, electric mechanical apparatus, telephones, bells, telephone switchboards, motors and other electrical apparatus and fixtures; to prepare estimates, plans and specifications on new electrical installations; to have charge of the requisition and accounting for materials, and to perform such other work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Electrical Mechanics in Grade II.

2. At least two years of appropriate experience in Grade II, or experience in work of the character and standard of Grade II.

3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Electrical Mechanics and other persons in Grade II having necessary qualifications and experience.

Suggested Range of Compensation: \$110.00 to \$125.00, inclusive.

Suggested Salary Rates: \$110.00, \$115.00, \$120.00, \$125.00.

Title of Position:

DISTRICT SEWER FOREMAN

Classification: Skilled Labor Service—Grade III.

Definition of Duties:

The duties of DISTRICT SEWER FOREMAN are to supervise and be responsible, under the Superintendent and Chief Engineer of Sewers, for the work connected with the cleaning, flushing and repairing of sewers and manholes and for the construction and repairing of catch basins in an assigned district; to account for materials used and the amount of work completed when work is done under contract; and to perform such other work as may be required.

Qualifications:

1. Practical experience in the construction and maintenance of sewers, manholes, catch basins, etc., and supervisory ability.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$100.00 to \$115.00, inclusive.

Suggested Salary Rates: \$100.00, \$105.00, \$110.00, \$115.00.

Title of Position:

FOREMAN, METER REPAIR SHOP

Classification: Skilled Labor Service—Grade III.

Definition of Duties:

The duties of FOREMAN, METER REPAIR SHOP are to direct and be responsible, under the Superintendent of Meters and Services, for the work of Meter Repairers, Machinists and other helpers in related trades and for the conduct of the Meter Repair Shop; to supervise the inspection as to compliance with specifications of new water meters delivered for installation; to keep shop records of meter examinations, repairs, tests, installations or disposition of water

meters, and to perform difficult meter repair work and other incidental machinist and clerical work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Machinists in Grade II.
2. At least two years of appropriate experience in Grade II, or experience in work of the character and standard of Grade II.
3. Intimate knowledge of construction and operation and repair of meters, registration reading and ability to detect defects in materials and workmanship and meter construction.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Meter Repairers and Machinists in Grade II having necessary qualifications and experience.

Suggested Range of Compensation: \$110.00 to \$125.00, inclusive.

Suggested Salary Rates: \$110.00, \$115.00, \$120.00, \$125.00.

Title of Position:

MACHINIST FOREMAN
(Unclassified Civil Service)

Classification: Skilled Labor Service—Grade III.

Definition of Duties:

The duties of MACHINIST FOREMAN are to direct and be responsible, under the Superintendent of Machinery and Apparatus, for the repair work on apparatus, equipment and machinery in the Fire Department Repair Shop; to perform the difficult machinist's work and to perform the work of the Superintendent in his absence.

Qualifications:

1. The minimum qualifications prescribed for Machinists in Grade II.
2. At least two years of appropriate experience in Grade II, or experience in work of the character and standard of Grade II.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Machinists in Grade II having necessary qualifications and experience.

Suggested Range of Compensation: \$110.00 to \$125.00, inclusive.

Suggested Salary Rates: \$110.00, \$115.00, \$120.00, \$125.00.

Title of Position:

PAINTER FOREMAN

Classification: Skilled Labor Service—Grade III.

Definition of Duties:

The duties of PAINTER FOREMAN are to supervise and be responsible for the work of employees in Grade II and of Helpers in their own or related trades, including the planning and estimating of cost of work, the requisition of and accounting for materials used, and the care of tools and equipment, and to perform the work of journeyman when required.

Qualifications:

1. The minimum qualifications prescribed for Painter in Grade II.
2. At least two years of appropriate experience in Grade II, or experience in work of the character and standard of Grade II.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Painters in Grade II having necessary qualifications and experience.

Suggested Range of Compensation: \$110.00 to \$125.00, inclusive.

Suggested Salary Rates: \$110.00, \$115.00, \$120.00, \$125.00.

Title of Position:

PAVING REPAIR SHOP FOREMAN

Classification: Skilled Labor Service—Grade III.

Definition of Duties:

The duties of PAVING REPAIR SHOP FOREMAN are to direct and be responsible, under the Field Supervisor of Street Construction and Repairs, for the work of employees in lower grades assigned to make repairs on street paving equipment, machinery and tools, including steam rollers, concrete and asphalt mixers; to account for materials and supplies, and perform such other related work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Blacksmiths in Grade II.
2. At least two years of appropriate experience in Grade II, or experience in work of the character and standard of Grade II.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade II having necessary qualifications and experience.

Suggested Range of Compensation: \$105.00 to \$120.00, inclusive.

Suggested Salary Rates: \$105.00, \$110.00, \$115.00, \$117.50, \$120.00.

Title of Position:

SHEET METAL WORKMEN FOREMAN

Classification: Skilled Labor Service—Grade III.

Definition of Duties:

The duties of SHEET METAL WORKMEN FOREMAN are to supervise and be responsible for the work of employees in Grade II and of Helpers in their own or related trades, including the planning and estimating of cost of work, accounting for materials used, and the care of tools and equipment, and to perform the work of journeyman when required.

Qualifications:

1. The minimum qualifications prescribed for Sheet Metal Workman in Grade II.
2. At least two years of appropriate experience in Grade II or experience in work of the character and standard of Grade II.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Sheet Metal Workmen in Grade II having necessary qualifications and experience.

Suggested Range of Compensation: \$110.00 to \$125.00, inclusive.

Suggested Salary Rates: \$110.00, \$115.00, \$120.00, \$125.00.

Title of Position:

STREET REPAIR FOREMAN

Classification: Skilled Labor Service—Grade III.

Definition of Duties:

The duties of STREET REPAIR FOREMAN are to supervise and be responsible, under the Field Supervisor of Street Construction and Repair, for the work of repairing macadam, brick, stone, creosote, block, asphalt and other paving, including the planning and estimating of the cost of work; and requisitioning of and accounting for materials used, and the care of machinery, tools and equipment; to keep necessary records and make reports, and to perform such other work as may be required.

Qualifications:

1. Practical experience in the construction and repair of various kinds of pavements.

2. Such additional qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$100.00 to \$115.00, inclusive.

Suggested Salary Rates: \$100.00, \$105.00, \$110.00, \$115.00.

GRADE IV.—SKILLED LABOR SERVICE: Shall include the following positions, the specifications of duties, responsibilities and qualifications of which are set forth under the respective titles:

ASSISTANT SUPERINTENDENT FIRE AND POLICE ALARM SYSTEM

(Unclassified Civil Service)

CHIEF ELECTRICIAN OF STREET LIGHTING

GENERAL FOREMAN, FURNITURE CONSTRUCTION AND REPAIR

GENERAL FOREMAN, SCHOOL PLUMBING AND VENTILATION

SUPERINTENDENT OF MACHINERY AND APPARATUS

(Unclassified Civil Service)

Title of Position:

ASSISTANT SUPERINTENDENT FIRE AND POLICE ALARM SYSTEM

(Unclassified Civil Service)

Classification: Skilled Labor Service—Grade IV.

Definition of Duties:

The duties of ASSISTANT SUPERINTENDENT, FIRE AND POLICE ALARM SYSTEM are to assist the Superintendent in the construction, maintenance and repair of the Fire and Police Alarm System and to perform other related work as may be required.

Qualifications:

1. Practical experience in the construction, maintenance and repair of electric signal system.

2. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Persons in Grade III having necessary qualifications and experience.

Suggested Range of Compensation: \$130.00 to \$160.00, inclusive.

Suggested Salary Rates: 130.00, \$140.00, \$150.00, \$155.00, \$160.00.

Title of Position:

CHIEF ELECTRICIAN OF STREET LIGHTING

Classification: Skilled Labor Service—Grade IV.

Definition of Duties:

The duties of CHIEF ELECTRICIAN OF STREET LIGHTING are to direct and be responsible, under the Engineer of Construction and Maintenance, Illumination, for the construction, maintenance and repair work of the Municipal Street Lighting System; to requisition and account for supplies, materials and equipment; to be in attendance on emergency repair of the system, and to perform other supervisory and related work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Foreman of Electricians in Grade III.
2. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grade III having necessary qualifications and experience.

Suggested Range of Compensation: \$130.00 to \$160.00, inclusive.

Suggested Salary Rates: 130.00, \$140.00, \$150.00, \$155.00, \$160.00.

Title of Position:

GENERAL FOREMAN, FURNITURE CONSTRUCTION AND REPAIR

Classification: Skilled Labor Service—Grade IV.

Definition of Duties:

The duties of GENERAL FOREMAN, FURNITURE CONSTRUCTION AND REPAIR, are to direct and be responsible, under the Supervisor of School Buildings, for the supervision of employes and helpers in the wood working and related trades; to lay out, estimate and supervise the making or repair of furniture, desks, bookcases, cupboards, lockers, play apparatus and other school equipment; to requisition and account for materials and supplies, and to perform clerical and other related work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Carpenters, Wood Workers and Cabinet Makers in Grade III.
2. At least two years of appropriate experience in Grade III, or experience in work of the character and standard of Grade III.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grades II and III having necessary qualifications and experience.

Suggested Range of Compensation: \$130.00 to \$160.00, inclusive.

Suggested Salary Rates: 130.00, \$140.00, \$150.00, \$155.00, \$160.00.

Title of Position:

GENERAL FOREMAN, SCHOOL PLUMBING AND VENTILATION

Classification: Skilled Labor Service—Grade IV.

Definition of Duties:

The duties of GENERAL FOREMAN, SCHOOL PLUMBING AND VENTILATION, are to direct and be responsible, under the Supervisor of School Buildings, for the supervision of employes and helpers in plumbing and steamfitting and related trades; to lay out, estimate and supervise the repair of water and sewer systems, heating and ventilating apparatus and heat regulating equipment; to instruct Janitor Enginemen at schools in connection with the care and operation of heating and ventilating plants in school buildings; to requisition and account for supplies and materials, and to perform other work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Foreman, Grade III.
2. At least two years of appropriate experience in Grade III, or experience in work of the character and standard of Grade III.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grades II and III having necessary qualifications and experience.

Suggested Range of Compensation: \$130.00 to \$160.00, inclusive.

Suggested Salary Rates: 130.00, \$140.00, \$150.00, \$155.00, \$160.00.

Title of Position:

SUPERINTENDENT OF MACHINERY AND APPARATUS
(Unclassified Civil Service)

Classification: Skilled Labor Service—Grade IV.

Definition of Duties:

The duties of SUPERINTENDENT OF MACHINERY AND APPARATUS are to direct and be responsible, under the Chief Engineer of the Fire Department, for the conduct and activities of the Fire

Department Repair Shop; to direct and supervise the work of all employees in the construction and repair of fire machinery, apparatus, equipment, tools, harness, and hose; to make inspections of apparatus, equipment and building conditions as to various engine houses; to make requisition for and supply engines with coal and account for same and other supplies, and to respond to all second, third and general alarms of fire and upon such occasion to assume direction of engines.

Qualifications:

1. The minimum qualifications prescribed for Foreman in Grade III.
2. At least two years of appropriate experience in Grade III, or experience in work of the character and standard of Grade III.
3. Knowledge of Fire Department operation and equipment.
4. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Persons in Grade III having necessary qualifications and experience.
Suggested Range of Compensation: \$150.00 to \$180.00, inclusive.
Suggested Salary Rates: \$150.00, \$160.00, \$170.00, \$175.00, \$180.00.

GRADE V.—SKILLED LABOR SERVICE: Shall include the following positions, the specifications of duties, responsibilities and qualifications of which are set forth under the respective titles:

SUPERINTENDENT OF FIRE AND POLICE ALARM SYSTEM
(Unclassified Civil Service)

SUPERVISOR OF SCHOOL BUILDINGS

Title of Position:

SUPERINTENDENT OF FIRE AND POLICE ALARM SYSTEM
(Unclassified Civil Service)

Classification: Skilled Labor Service—Grade V.

Definition of Duties:

The duties of SUPERINTENDENT OF FIRE AND POLICE ALARM SYSTEM, which involve supervision of all the employees of the Fire and Police Alarm System, are to direct and be responsible for the maintenance, repair and operation of the Fire and Police Alarm System.

Qualifications:

1. The minimum qualifications prescribed for Assistant Superintendent of Fire and Police Alarm System.
2. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Assistant Superintendent of Fire and Police Alarm System having necessary qualifications and experience.

Suggested Range of Compensation: \$210.00 to \$250.00, inclusive.

Suggested Salary Rates: \$210.00, \$220.00, \$230.00, \$240.00, \$250.00.

Title of Position:

SUPERVISOR OF SCHOOL BUILDINGS

Classification: Skilled Labor Service—Grade V.

Definition of Duties:

The duties of SUPERVISOR OF SCHOOL BUILDINGS, which involve the supervision of all employes engaged in the maintenance, alteration and repair of school buildings and grounds and of the School Repair Shop, are to assume entire responsibility, under the Secretary and Business Manager, for the supervision of improvements, alterations and repairs of public school buildings and grounds; to requisition and account for materials and supplies used in such work; to make regular inspections of school buildings, and to have general charge of work performed under contract.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade IV.
2. Knowledge of and wide experience in building construction, repair and maintenance.
3. Supervisory and administrative ability.
4. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Persons in Grades III and IV having necessary qualifications and experience.

Suggested Range of Compensation: \$180.00 to \$210.00, inclusive.

(Automobile expense and maintenance to be paid by the School Board.)

Suggested Salary Rates: \$180.00, \$190.00, \$200.00, \$210.00. (Automobile expense and maintenance to be paid by the School Board.)

LABOR SERVICE—CLASS N

The LABOR SERVICE shall include those positions in the city service whose incumbents are required to perform or to supervise the performance of routine unskilled manual work, not included in any other Service definition.

GRADE I.—LABOR SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

LABORER

TRENCH LABORER

GANG FOREMAN

Title of Position:

LABORER AND TRENCH LABORER

Classification: Labor Service—Grade I.

Definition of Duties:

The duties of LABORER AND TRENCH LABORER, are to perform, under supervision, routine unskilled manual work.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: 30c per hour or \$2.40 per day for Street, Park and General Laborers. 33c per hour or \$2.64 per day for Trench Laborers.

Title of Position:

GANG FOREMAN

Classification: Labor Service—Grade I.

Definition of Duties:

The duties of GANG FOREMAN are to act as straw boss over a gang of Laborers.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Assignment to positions of Gang Foreman shall be made on the basis of experience, ability and special aptitude and efficiency. Noti-

fications of such assignment shall be made to the City Service Commission.

Suggested Range of Compensation: 35c per hour or \$2.80 per day.

OFFICIAL SERVICE—CLASS O

(Unclassified Civil Service)

The OFFICIAL SERVICE shall include those offices and positions in the city service, whose incumbents are required to assume executive control over the policies, functions and direction and result of every action taken within their respective jurisdictions or units of organization, to which they are either elected by the people or who by the statutes are required to be elected by the City Council, Inspectors and Clerks of Election, members of any Board of Education, superintendents and teachers of schools and the heads of principal departments of the city, not included in the "Unclassified Civil Service" Group of Classes.

OFFICIAL SERVICE

Class O

The OFFICIAL SERVICE shall include the following offices and positions:

(a) OFFICIALS ELECTED BY THE PEOPLE:

	Present Monthly Salary
Mayor	\$333.33
Aldermen (37)	83.33
City Attorney	333.33
Clerk of Courts.....	312.50
Comptroller	333.33
City Treasurer	416.67
Judge of District Court.....	333.33
Judge of Municipal Court.....	500.00

(b) OFFICIALS ELECTED BY THE COMMON COUNCIL:

City Clerk	208.33
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(c) INSPECTORS AND CLERKS OF ELECTION (3).... 50.00

(d) SUPERINTENDENTS AND TEACHERS OF SCHOOLS

(e) BOARD OF SCHOOL DIRECTORS (15).....

(f) HEADS OF PRINCIPAL DEPARTMENTS AND INDEPENDENT BOARDS:

Commissioner of Health	416.66
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Commissioner of Public Works.....	416.66*
Inspector of Buildings.....	250.00
Smoke Inspector	166.66
Tax Commissioner	208.33
Director of Industrial Education.....	416.67
Board of Election Commissioners (3).....	
Board of Emergency Hospital (9).....	
Board of Fire and Police Commissioners (5).....	
Board of Trustees of Milwaukee Public Library (9)	
Board of Park Commissioners (5).....	
Board of Trustees of Public Museum (9).....	
City Service Commission (5).....	
Harbor Commission (9).....	
Sewerage Commission (5).....	

The duties and requirements of the above offices and positions are set forth in the charter of the City of Milwaukee.

No specific recommendations are made here as to the proper salary for the above city officials with the exception of the following:

The charter requirement that the Commissioner of Public Works furnish and maintain an automobile at his own expense has the effect of reducing the compensation at present provided for this executive office. The present salary of \$5,000.00 should be increased by an amount (estimated at \$1,200.00 per year) which will be sufficient to cover a fair depreciation charge and the cost of maintaining and operating the automobile now furnished by the Commissioner of Public Works, pending the repeal of this provision of the Charter.

LEGAL SERVICE—CLASS P

(Unclassified Civil Service)

The **LEGAL SERVICE** shall include those offices and positions in the city service whose incumbents are required to conduct actions and proceedings in which the city, the independent boards, departments, commissions, bureaus, or an officer thereof, is a party or is interested; and to render legal advice or assistance to public officers.

GRADE I.—LEGAL SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the title:

ASSISTANT CITY ATTORNEY

*Required to furnish and maintain an automobile at his own expense.

Title of Position:

ASSISTANT CITY ATTORNEY
(Unclassified Civil Service)

Classification: Legal Service—Grade I.

Definition of Duties:

The duties of ASSISTANT CITY ATTORNEY, which require professional skill and judgment, are to conduct independently minor investigations and hearings; to assist in important cases, investigations and hearings; to assist in the trial of cases, and to perform other legal and investigational work as assigned.

Examples:

Drafting opinions, briefs, ordinances, bills and resolutions.
Investigating complaints, violations of ordinances and accidents:
Preparing cases for trial in the various courts.
Conducting hearings before the Industrial Commission and Railroad Commission.
Advising councilmen, departmental officials and employees concerning legal questions.
Advising citizens as to their legal rights under the city ordinances.

Qualifications:

1. Certificate of record of admission to the bar of the State of Wisconsin.
2. Such additional qualifications as may be required by the Appointing Officer.

Suggested Range of Compensation: \$150.00 to \$200.00.

Suggested Salary Rates: \$150.00, \$165.00, \$180.00, \$190.00, \$200.00.

GRADE II.—LEGAL SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ASSISTANT CITY ATTORNEY (FINANCE)

ASSISTANT CITY ATTORNEY (SPECIAL ASSESSMENTS
AND CONDEMNATIONS)

Title of Position:

ASSISTANT CITY ATTORNEY (FINANCE)
(Unclassified Civil Service)

Classification: Legal Service—Grade II.

Definition of Duties:

The duties of ASSISTANT CITY ATTORNEY (FINANCE), which require special training and skill in Municipal finance and taxation

and involve independent responsibility, are to handle financial and tax questions; to try actions and proceedings before the courts and the Railroad Commission relating to same; to advise the Common Council and departmental officials on financial and tax questions, street lighting, civil service and other similar legal questions; to prepare bills, ordinances, resolutions, contracts, bonds, etc., and to perform other legal work of equivalent character and standard as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. Such additional qualifications as may be prescribed by the Appointing Officer.

Suggested Range of Compensation: \$250.00 to \$300.00, inclusive.

Suggested Salary Rates: \$250.00, \$270.00, \$285.00, \$300.00.

Title of Position:

ASSISTANT CITY ATTORNEY (SPECIAL ASSESSMENTS AND CONDEMNATIONS)

(Unclassified Civil Service)

Classification: Legal Service—Grade II.

Definition of Duties:

The duties of ASSISTANT CITY ATTORNEY (SPECIAL ASSESSMENTS AND CONDEMNATIONS), which require special training and much experience in conveyancing and real estate law, are to perform independently responsible work in searching records for instruments and proceedings and in examining titles to real property; to advise the Common Council, departments and officials on special assessments and condemnation matters; to draw up contracts; to prepare memoranda, legislative bills, contracts and leases, and to conduct such cases, investigations and hearings, and perform such other legal work as may be required.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade I.
2. Such additional qualifications as may be prescribed by the Appointing Officer.

Suggested Range of Compensation: \$250.00 to \$300.00, inclusive.

Suggested Salary Rates: \$250.00, \$270.00, \$285.00, \$300.00.

GRADE III.—LEGAL SERVICE: Shall include the following position, the specifications of duties, responsibilities and requirements of which are set forth under the title:

FIRST ASSISTANT CITY ATTORNEY

Title of Position:

FIRST ASSISTANT CITY ATTORNEY
(Unclassified Civil Service)

Classification: Legal Service—Grade III.

Definition of Duties:

The duties of FIRST ASSISTANT CITY ATTORNEY, which require independent responsibility, are to have charge and be responsible to the City Attorney for the investigation and preparation of cases, pleadings and briefs, the trial of hearings before the various Commissions, and of cases before the different courts, on compensation and personal injury against the city; to perform other legal work of equivalent character and standard, and to perform the duties of the City Attorney in his absence.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. Such additional qualifications as may be prescribed by the Appointing Officer.

Suggested Range of Compensation: \$300.00 and above.

FIRE SERVICE—CLASS Q

(Unclassified Civil Service)

The FIRE SERVICE shall include those offices and positions in the city service whose incumbents are required to enforce the laws and ordinances, rules and regulations concerning the extinguishing of fires and to perform other inspectional, investigational and regulative duties incident to the prevention or extinguishment of fires.

GRADE I.—FIRE SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

FIRE PREVENTION INSPECTOR
PIPEMAN, TRUCKMAN AND DRIVER

Title of Position:

FIRE PREVENTION INSPECTOR
(Unclassified Civil Service)

Classification: Fire Service—Grade I.

Definition of Duties:

The duties of FIRE PREVENTION INSPECTOR, which require knowledge of departmental methods and independent and good judgment, are to make inspections and investigations of buildings incident to the prevention of fires; to report all violations of the laws and ordinances relating to fire prevention; to instruct in fire drills, and to perform other incidental investigational or clerical work as designated.

Qualifications:

1. The minimum qualifications prescribed for Pipeman, Truckman and Driver, and service in the department as Pipeman, Truckman and Driver.
2. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$102.50.

Title of Position:

PIPEMAN, TRUCKMAN AND DRIVER
(Unclassified Civil Service)

Classification: Fire Service—Grade I.

Definition of Duties:

The duties of PIPEMAN, TRUCKMAN AND DRIVER are to attend all fires to which their company responds; to take care of apparatus, horses, quarters and equipment; to participate in company drills and training under their superior officers, and to perform such other work as may be directed.

Qualifications:

1. Such qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$80.00 to \$102.00, inclusive.

Suggested Salary Rates: \$80.00, \$95.00, \$102.00.

GRADE II.—FIRE SERVICE: Shall include the following position, the specifications of duties, responsibilities and requirements of which are set forth under the title:

LIEUTENANT

Title of Position:

LIEUTENANT
(Unclassified Civil Service)

Classification: Fire Service—Grade II.

Definition of Duties:

The duties of LIEUTENANT, which require at least three years of service as Fireman and involve ability to maintain discipline, are to attend all fires to which the company responds; to direct and be responsible for the work of fire-fighting Enginemen and Assistant Enginemen and Pipemen, Truckmen and Drivers; to perform such other duties as are assigned by the Captain and, in the absence of the Captain, to exercise authority and assume responsibility of the position of Captain.

Qualifications:

1. The minimum qualifications prescribed for Pipeman, Truckman and Driver.
2. At least three years' service as Pipeman, Truckman and Driver.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$120.00.

GRADE III.—FIRE SERVICE: Shall include the following offices and positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

CAPTAIN

CAPTAIN (FIRE PREVENTION)

Title of Position:

CAPTAIN

(Unclassified Civil Service)

Classification: Fire Service—Grade III.

Definition of Duties:

The duties of CAPTAIN, which require wide experience in fire-fighting and involve the supervision of Lieutenants, fire-fighting Enginemen and Assistant Enginemen and Pipemen, Truckmen and Drivers, are to attend all fires to which the company responds; to prepare all company reports; to conduct company drills; to give instructions to all employees assigned to the company; to preserve order and discipline in the company, and to perform such inspection and other work as may be required.

Qualifications:

1. The minimum qualifications prescribed for Lieutenant.

2. At least three years' experience as a Private and at least two years' experience as Lieutenant in the Fire Department.

3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Lieutenants in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$130.00.

Title of Position:

CAPTAIN (FIRE PREVENTION)
(Unclassified Civil Service)

Classification: Fire Service—Grade III.

Definition of Duties:

The duties of CAPTAIN (FIRE PREVENTION), which require a high degree of ability and experience in fire prevention work and service in the department as a Captain and in the lower grades, are to direct and be responsible for the work and discipline of the Fire Prevention Inspectors; to investigate and report on defects and violations of the laws and ordinances relating to fire prevention; to make reports of all inspections; to prepare reports and evidence on the cause, circumstances and origin of fires on which questions are raised; to make such recommendations in the premises, and to perform other inspectional and special duties as designated.

Qualifications:

1. The minimum qualifications prescribed for Lieutenant, Grade II.
2. At least three years' experience as a Private and at least two years' experience as Lieutenant, and knowledge of the work of Captains.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Lieutenants in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$130.00.

GRADE IV.—FIRE SERVICE: Shall include the following position, the specifications of duties, responsibilities and requirements of which are set forth under the title:

ASSISTANT CHIEF (FIRE-FIGHTING)

Title of Position:

ASSISTANT CHIEF (FIRE FIGHTING)
(Unclassified Civil Service)

Classification: Fire Service—Grade IV.

Definition of Duties:

The duties of ASSISTANT CHIEF (FIRE FIGHTING), which require ability and much experience in fire fighting and independent judgment and knowledge of advantages to be taken in the checking, extinguishing or prevention of fires, are to attend and direct the operations at fires that may occur; to review, check and sign all daily reports from assigned companies; to be responsible for the work and discipline of Captains, Lieutenants, fire fighting Enginemen and Assistant Enginemen, Pipemen, Truckmen and Drivers; to make inspections and reports on conditions, construction and occupancy of important buildings, and to examine reports on same; to make regular inspection of company quarters and equipment; to instruct officers and men and to supervise drills, and to perform such other supervisory and disciplinary work of the Department as may be required.

Qualifications:

1. The minimum qualifications prescribed for Captains, Grade III.
2. Training and wide experience in the science of fire fighting, knowledge and methods of checking, extinguishing and prevention of fires, and disciplinary ability.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Captains in Grade III with the necessary qualifications and experience.

Suggested Range of Compensation: \$183.33.

GRADE V.—FIRE SERVICE: Shall include the following position, the specifications of duties, responsibilities and requirements of which are set forth under the title:

FIRST ASSISTANT CHIEF (FIRE-FIGHTING)

Title of Position:

FIRST ASSISTANT CHIEF (FIRE FIGHTING)
(Unclassified Civil Service)

Classification: Fire Service—Grade V.

Definition of Duties:

The duties of **FIRST ASSISTANT CHIEF (FIRE FIGHTING)**, which involve supervision and responsibility for the work and discipline of employees in the lower grades of the Fire Service in a given district, are to have charge of the Fire Department work in the district; to respond to all alarms of fire within the district prescribed by the Chief of the Fire Department and, in the absence of the Chief of the Fire Department, to assume full command of the Fire Department.

Qualifications:

1. The minimum qualifications prescribed for Assistant Chief (Fire Fighting), Grade IV.
2. Wide experience and ability in fire extinguishing and fire prevention, administrative and disciplinary ability and experience.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Assistant Chief (Fire Fighting) having the necessary qualifications and experience.

Suggested Range of Compensation: \$225.00.

GRADE VI.—FIRE SERVICE: Shall include the following position, the specifications of duties, responsibilities and requirements of which are set forth under the title:

CHIEF (FIRE DEPARTMENT)

Title of Position:

CHIEF (FIRE DEPARTMENT)
(Unclassified Civil Service)

Classification: Fire Service—Grade VI.

Definition of Duties:

The duties of **CHIEF (FIRE DEPARTMENT)**, which require the highest order of executive and administrative ability and the widest experience and knowledge in all activities of the Fire Department, are to act as the executive head of the Fire Department and assume entire responsibility and supervision for all the activities and all the employees of the Fire Department.

Qualifications:

1. The minimum qualifications prescribed for Assistant Chief (Fire Fighting), Grade V.
2. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Assistant Chiefs (Fire Fighting), having the necessary qualifications and experience.

Suggested Range of Compensation: \$333.33.

FIRE ENGINEMEN SERVICE—CLASS R

(Unclassified Civil Service)

The FIRE ENGINEMAN SERVICE shall include those positions in the city service whose incumbents are required to operate and repair all machinery and equipment used in the fighting of fires and in the propulsion and navigation of fire boats, or to supervise such work.

GRADE I.—FIRE ENGINEMAN SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ASSISTANT MARINE ENGINEMAN (FIRE)

MARINE FIREMAN (FIRE)

Title of Position:

ASSISTANT MARINE ENGINEMAN (FIRE)

(Unclassified Civil Service)

Classification: Fire Engineman Service—Grade I.

Definition of Duties:

The duties of ASSISTANT MARINE ENGINEMAN (FIRE) are to maintain steam at normal pressure, water level at proper height, and to oil machinery; to handle coal and ashes, and in other ways to assist Marine Enginemen (Fire) in the care and operation of fire engines; to attend all fires to which their companies respond and, in addition, to perform the duties of Marine Enginemen (Fire) during their absence.

Qualifications:

1. Knowledge and experience in firing, tending and operating steam fire engines.
2. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$95.00 to \$105.00, inclusive.

Suggested Salary Rate: \$95.00, \$100.00, 105.00.

Title of Position:

MARINE FIREMAN (FIRE)
(Unclassified Civil Service)

Classification: Fire Engineman Service—Grade I.

Definition of Duties:

The duties of MARINE FIREMAN (FIRE) are to maintain steam at normal pressure and water level at proper height in boilers on fire boats; to oil engines and machinery; to handle coal and ashes; to attend all fires to which their boats respond, and in other ways to assist Marine Enginemen (Fire) in the care of machinery and engine room of Fire Boat as may be required.

Qualifications:

1. Knowledge and experience in firing and tending marine boilers, pumps, motors, etc.
2. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$95.00 to \$105.00, inclusive.

Suggested Salary Rate: \$95.00, \$100.00, 105.00.

GRADE II.—FIRE ENGINEMAN SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

ENGINEMAN (FIRE)
MARINE ENGINEMAN (FIRE)
PILOT (FIRE)

Title of Position:

ENGINEMAN (FIRE)
(Unclassified Civil Service)

Classification: Fire Engineman Service—Grade II.

Definition of Duties:

The duties of ENGINEMAN (FIRE), which involve the supervision of Assistant Enginemen (Fire), are to be responsible, under the commanding officer, for the care and operation of the fire engine to which assigned; to attend all fires to which the company responds and in addition, to care for and operate the engine heater and the house-heating apparatus.

Qualifications:

1. The minimum qualifications prescribed for Assistant Engineman (Fire), Grade I.

2. At least two years' experience in positions in Grade I.
3. Practical knowledge and experience of the operation and care of steam and gasoline fire engines.
4. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Assistant Engineman (Fire) having the necessary qualifications and experience.

Suggested Range of Compensation: \$120.00.

Title of Position:

MARINE ENGINEMAN (FIRE)
(Unclassified Civil Service)

Classification: Fire Engineman Service—Grade II.

Definition of Duties:

The duties of MARINE ENGINEMAN (FIRE), which involve the supervision of Marine Firemen, are to be responsible under the commanding officer, for the care and operation of engines, boilers and machinery on fire-boats; to attend all fires to which their boats respond and, when not on duty in fire-boat, to perform machine work as assigned in the Fire Department repair shop.

Qualifications:

1. The minimum qualifications prescribed for, and two years' experience as Marine Fireman (Fire), Grade I.
2. A U. S. Government license to cover the tonnage of boat.
3. Practical knowledge and experience in the operation and care of marine engines and ability to perform machine work.
4. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Marine Fireman (Fire) Grade I with the necessary qualifications and experience.

Suggested Range of Compensation: \$120.00.

Title of Position:

PILOT (FIRE)
(Unclassified Civil Service)

Classification: Fire Engineman Service—Grade II.

Definition of Duties:

The duties of PILOT (FIRE) are to navigate fireboats from the time of leaving the dock to the time of arrival at destination; to be responsible for the good working order of steering gear and lines, and at fires to assist Pipemen, under the direction of the commanding officer.

Qualifications:

1. The minimum qualifications prescribed for positions in Grade II.
2. A. U. S. Government license to cover the tonnage and route of the boat upon which he serves.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Persons in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$120.00.

POLICE SERVICE—CLASS S

(Unclassified Civil Service)

The POLICE SERVICE shall include those offices and positions in the city service whose incumbents are required to enforce laws and ordinances; to prevent crime and apprehend criminals; to guard property; to control traffic and to perform other inspectional, investigational or regulative duties incident to the protection and safety of persons and property.

GRADE I.—POLICE SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

PARK POLICEMAN

PATROLMAN

Title of Position:

PARK POLICEMAN

Classification: Police Service—Grade I.

Definition of Duties:

The duties of PARK POLICEMAN are to patrol the parks and boulevards in a given district; to enforce laws, ordinances, rules and

regulations; to guard park property and to perform other police duties as directed.

Qualifications:

1. Such qualifications as may be prescribed by the City Service Commission.

Suggested Range of Compensation: \$80.00 to \$95.00, inclusive.

Suggested Salary Rates: \$80.00, \$85.00, \$90.00, \$92.50, \$95.00.

Title of Position:

PATROLMAN

(Unclassified Civil Service)

Classification: Police Service—Grade I.

Definition of Duties:

The duties of PATROLMAN are to patrol a given section or beat; to prevent crime and apprehend criminals; to enforce laws, ordinances and regulations; to guard property; to control traffic and to perform other investigational or regulative duties incident to the protection and safety of persons and property.

Qualifications:

1. Such qualifications as may be prescribed by the Fire and Police Commission.

Suggested Range of Compensation: \$80.00 to \$102.50, inclusive.

Suggested Salary Rates: \$80.00, \$95.00, \$102.50.

GRADE II.—POLICE SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

DETECTIVE

DETECTIVE (CITY ATTORNEY)

SERGEANT

Title of Position:

DETECTIVE

(Unclassified Civil Service)

Classification—Police Service—Grade II.

Definition of Duties:

The duties of DETECTIVE, which require considerable detective ability, are to investigate and report on all crimes committed and on various offenses reported to the Detective Bureau; to examine sus-

picious characters; to make arrests and to apprehend criminals, and to perform other investigational or detective duties incident to the protection and safety of persons and property.

Qualifications:

1. The minimum qualifications prescribed for Patrolmen.
2. At least three years' service as Patrolman, and considerable ability in detective work.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Patrolmen in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$138.33.

Title of Position:

DETECTIVE (CITY ATTORNEY)
(Unclassified Civil Service)

Classification—Police Service—Grade II.

Definition of Duties:

The duties of DETECTIVE (CITY ATTORNEY), which require considerable detective ability and knowledge of departmental methods and procedure, are to investigate and make reports of accidents to persons and property on public highways and grounds; to serve summons, subpoenas and other papers in law suits in which the city is a party; to keep record of city cases in the various courts; to enter and docket law suits; to keep index of all suits, proposed laws and condemnation of lands taken for public purposes; to make arrests of persons violating the laws and ordinances, and to perform such other detective and incidental duties as required.

Qualifications:

1. The minimum qualifications prescribed for Patrolmen.
2. At least three years' service as Patrolman, and considerable ability in detective and investigation work.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Patrolmen in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$138.33.

Title of Position:

SERGEANT
(Unclassified Civil Service)

Classification—Police Service—Grade II.

Definition of Duties:

The duties of SERGEANT, which require at least three years' service as Patrolman and involve ability to maintain discipline, are to supervise and be responsible for the work, conduct, discipline and efficiency of Patrolmen, and to perform such other duties as may be required.

Qualifications:

1. The minimum qualifications prescribed for Patrolmen.
2. At least three years' service as Patrolman.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Patrolmen in Grade I having the necessary qualifications and experience.

Suggested Range of Compensation: \$120.00.

GRADE III.—POLICE SERVICE: Shall include the following positions, the specifications of duties, responsibilities and requirements of which are set forth under the respective titles:

CAPTAIN (PARK POLICE)

CAPTAIN OF DETECTIVES

LIEUTENANT OF POLICE

Title of Position:

CAPTAIN (PARK POLICE)

Classification: Police Service—Grade III.

Definition of Duties:

The duties of CAPTAIN (PARK POLICE), which involve supervision of the Park Policemen, are to have direct charge of and be responsible for the conduct, work and discipline of all Park Policemen; to assign Park Policemen to their various duties; to make investigations and reports on all complaints and on matters in connection with park police work; to prepare evidence and be in attendance at court on park matters, and to perform such other supervisory duties as may be required.

Qualifications:

1. The minimum qualifications prescribed for Park Policemen.
2. At least three years' service as Park Policeman, and supervisory ability.
3. Such additional qualifications as may be prescribed by the City Service Commission.

Line of Promotion:

Park Policemen in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$150.00.

Title of Position:

CAPTAIN OF DETECTIVES
(Unclassified Civil Service)

Classification: Police Service—Grade III.

Definition of Duties:

The duties of CAPTAIN OF DETECTIVES, which require the widest experience and ability in detective work and involve supervisory ability, are to detail and to supervise and examine into the work of detectives; to examine persons apprehended for crime, and witnesses in that connection; to handle all matters in connection with crime and all correspondence of the Detective Bureau.

Qualifications:

1. The minimum qualifications prescribed for Detectives in Grade II.
2. At least three years' service as Detective and the widest experience in detective work, and supervisory ability.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Detectives in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$191.66.

Title of Position:

LIEUTENANT OF POLICE
(Unclassified Civil Service)

Classification: Police Service—Grade III.

Definition of Duties:

The duties of **LIEUTENANT OF POLICE**, which require the widest experience in police work and involve supervision of police precincts, are to direct and give orders and instructions to Sergeants and Patrolmen; to examine records of arrests and other matters of police work; to make inspections of police precincts; to report to the Inspector of Police for orders and instructions, and to perform such inspection, investigation and police work as directed.

Qualifications:

1. The minimum qualifications prescribed for Sergeant.
2. At least three years' service as Sergeant.
3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Sergeants in Grade II having the necessary qualifications and experience.

Suggested Range of Compensation: \$159.33.

GRADE IV.—POLICE SERVICE: Shall include the following position, the specifications of duties, responsibilities and requirements of which are set forth under the title:

INSPECTOR OF POLICE

Title of Position:

INSPECTOR OF POLICE
(Unclassified Civil Service)

Classification: Police Service—Grade IV.

Definition of Duties:

The duties of **INSPECTOR OF POLICE**, which involve supervision and responsibility for the work and discipline of employes in the lower grades of the Police Service, are to have charge and be responsible, under the immediate direction of the Chief of Police, for the work, conduct and efficiency of employes; to report daily to the Chief regarding police matters; to act as chairman of the Police Trial Board; to perform other police duties as required and, in the absence of the Chief of Police Department, to assume full command of the Police Department.

Qualifications:

1. The minimum qualifications prescribed for Lieutenant of Police.
2. Widest experience and ability in police work; administrative and disciplinary ability and experience.

3. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Lieutenants in Grade III have the necessary qualifications and experience.

Suggested Range of Compensation: \$225.00.

GRADE V.—POLICE SERVICE: Shall include the following position, the specifications of duties, responsibilities and requirements of which are set forth under the title:

CHIEF OF POLICE

Title of Position:

CHIEF OF POLICE
(Unclassified Civil Service)

Classification: Police Service—Grade V.

Definition of Duties:

The duties of CHIEF OF POLICE, which require the highest order of executive and administrative ability and the widest knowledge of all the activities of the Police Department, are to act as the executive head of the Police Department and to assume entire responsibility and supervision for all the activities and all the employees of the Police Department.

Qualifications:

1. The minimum qualifications prescribed for Inspector of Police, Grade IV.
2. Such additional qualifications as may be prescribed by the Fire and Police Commission.

Line of Promotion:

Inspectors of Police, Grade IV, having the necessary qualifications and experience.

Suggested Range of Compensation: \$333.33.

Alphabetical List
of
Proposed Standard Titles of Offices
and Positions
with
Service and Grade Classification and Suggested
Range of Compensation

APPENDIX "E"

Class	Grade	Title of Position	Range of Compensation	Page
A	V	Accountant (Water)	\$130.00 to \$150.00	118
O	—	Alderman	83.33	304
J	I	Animal Keeper	70.00 to 80.00	242
B	IV	Architectural Designer	160.00 to 180.00	146
F	II	Artist and Plant Modeler.....	90.00 to 120.00	183
F	II	Artist—Anthropology	130.00 to 160.00	183
M	III	Asphalt Plant Foreman.....	90.00 to 105.00	290
B	III	Assistant Architectural Designer.....	120.00 to 140.00	142
L	V	Assistant Chief Engineman (Power Plants)	160.00 to 180.00	266
Q	IV	Assistant Chief (Fire-Fighting) (Un- classified Civil Service).....	183.33	312
P	I	Assistant City Attorney (Unclassified Civil Service)	150.00 to 200.00	306
P	II	Assistant City Attorney (Finance) (Un- classified Civil Service).....	250.00 to 300.00	306
P	II	Assistant City Attorney (Special Assess- ments and Condemnations) (Unclassi- fied Civil Service).....	250.00 to 300.00	306
D	IV	Assistant City Librarian.....	140.00 to 170.00	171
B	III	Assistant Civil Engineer.....	120.00 to 140.00	142
A	III	Assistant Court Clerk (Unclassified Civil Service)	75.00 to 90.00	100
F	II	Assistant in Anthropology.....	90.00 to 120.00	184
F	II	Assistant in Botany.....	90.00 to 120.00	184
F	II	Assistant in Geology.....	90.00 to 120.00	185
F	II	Assistant in Taxidermy.....	90.00 to 120.00	185
E	I	Assistant House Physician.....	None in service at present	174
J	I	Assistant Keeper of Pipe Yard.....	70.00 to 80.00	243
R	I	Assistant Marine Engineman (Fire) (Unclassified Civil Service).....	95.00 to 105.00	314
E	II	Assistant Medical Superintendent (Tuberculosis Sanitoria)	125.00 to 145.00	174
A	VI	Assistant Secretary (Park Commission)	160.00 to 180.00	126
A	V	Assistant Secretary (Police) (Unclassi- fied Civil Service).....	130.00 to 150.00	119
B	III	Assistant Structural Designer.....	120.00 to 140.00	143
M	IV	Assistant Superintendent Fire and Police Alarm System (Unclassified Civil Service)	130.00 to 160.00	298
H	V	Assistant Superintendent of Street San- itation	150.00 to 180.00	226
H	III	Assistant Superintendent of Water Dis- tribution	100.00 to 120.00	204
J	I	Attendant	65.00 to 80.00	243
I	I	Attendance Officer	80.00 to 100.00	236
M	II	Automobile Repairman	75.00 to 90.00	275
M	II	Barnman and Repairman.....	70.00 to 85.00	275
A	III	Billing Machine Operator and Clerk....	70.00 to 85.00	100
M	I	Bindery Assistant	35.00 to 50.00	269
M	II	Blacksmith	.41 per hour, or 3.28 per day	276
M	III	Blacksmith Foreman	110.00 to 125.00	290

Class	Grade	Title of Position	Range of Compensation	Page
M	I	Blacksmith's Helper	70.00 to 75.00	269
O		Board of Election Commissioners.....		305
O		Board of Emergency Hospital.....		305
O		Board of Fire and Police Commissioners.....		305
O		Board of Park Commissioners.....		305
O		Board of School Directors.....		304
O		Board of Trustees of Milwaukee Public Library.....		305
O		Board of Trustees of Public Museum.....		305
M	II	Boatman	70.00 to 85.00	276
M	II	Book Binder	70.00 to 85.00	276
M	II	Bridgetender	70.00 to 85.00	277
A	VI	Budget Accountant	160.00 to 180.00	127
H	III	Building Inspector	90.00 to 110.00	205
H	III	Building Inspector (Electrical Installations)	90.00 to 110.00	206
H	III	Building Inspector (Heating).....	90.00 to 110.00	206
A	V	Buyer	130.00 to 150.00	120
M	II	Cabinet-Maker	.50 per hour, or 4.00 per day	277
Q	III	Captain (Unclassified Civil Service).....	130.00	310
S	III	Captain of Detectives (Unclassified Civil Service)	191.66	321
Q	III	Captain (Fire Prevention) (Unclassified Civil Service)	130.00	311
S	III	Captain (Park Police).....	150.00	320
M	II	Carpenter	.50 per hour, or 4.00 per day	278
M	III	Carpenter Foreman	110.00 to 125.00	291
A	V	Cashier (Unclassified Civil Service).....	130.00 to 150.00	120
M	II	Caulker	80.00 to 85.00	278
M	I	Caulker's Helper	70.00 to 75.00	269
M	II	Chaufeur	75.00 to 90.00	279
C	III	Chemist (Sewerage Commission).....	140.00 to 160.00	158
C	III	Chemist (Water Department).....	140.00 to 160.00	159
M	III	Chief Book Binder.....	90.00 to 105.00	291
M	III	Chief Caulker	90.00 to 105.00	293
C	IV	Chief Chemist (Sewerage Commission). 300.00 and above		162
A	VI	Chief Clerk and Auditor (Schools).....	160.00 to 180.00	127
A	VI	Chief Clerk (Comptroller).....	160.00 to 180.00	128
A	VI	Chief Clerk (Water Collection).....	160.00 to 180.00	129
H	V	Chief of Division of Food Inspection....	150.00 to 180.00	227
H	V	Chief of Division of Sanitary Inspection	150.00 to 180.00	227
		Chief Draftsman (Sewerage Commission)	170.00 to 190.00	146
M	III	Chief Electrical Mechanic.....	110.00 to 125.00	293
M	IV	Chief Electrician of Street Lighting....	130.00 to 160.00	299
M	II	Chief Elevator Operator.....	80.00 to 90.00	279
B	III	Chief Engineering Estimator.....	120.00 to 140.00	144
B	VI	Chief Engineer (Sewerage Commission) 1,000.00 and above		153
L	VI	Chief Engineman (Power Plants).....	200.00 to 235.00	267
I	III	Chief Examiner (Fire and Police Commission) (Unclassified Civil Service). 60.00		239
		Part time service		

Class	Grade	Title of Position	Range of Compensation	Page
I	III	Chief Examiner and Examiner..... (Board of Examiners of Stationary Engineers and Inspectors of Steam Power Generating and Heating Apparatus) (Unclassified Civil Ser- vice).	140.00 to 160.00	238
A	VI	Chief Examiner and ex-officio Secretary (City Service Commission).....	160.00 to 180.00	129
M	III	Chief Fire Alarm Operator and Test Man (Unclassified Civil Service).....	105.00 to 120.00	292
Q	VI	Chief (Fire Department) (Unclassified Civil Service)	333.33	313
H	III	Chief Inspector of Garbage Collection..	100.00 to 120.00	207
H	III	Chief Inspector of Water Meters.....	100.00 to 120.00	208
S	V	Chief of Police (Unclassified Civil Ser- vice)	333.33	323
A	IV	Chief Police Alarm Operator (Unclassi- fied Civil Service).....	100.00 to 110.00	109
F	III	Chief Taxidermist	140.00 to 170.00	186
O		City Attorney	333.33	304
C	III	City Chemist	140.00 to 160.00	160
Q		City Clerk	208.33	304
B	VI	City Engineer (Unclassified Civil Ser- vice)	300.00 and above	134
D	V	City Librarian	350.00 and above	173
B	V	City Planning Engineer.....	200.00 to 250.00	150
O		City Service Commission.....		305
O		City Treasurer	416.67	304
A	III	Clerk	65.00 to 80.00	101
A	III	Clerk (Museum)	70.00 to 85.00	102
A	III	Clerk-Bookkeeper	65.00 to 80.00	102
O		Clerk of Courts.....	312.50	304
A	III	Clerk-Stenographer	65.00 to 80.00	103
A	III	Clerk-Stenographer (Museum)	65.00 to 80.00	104
A	III	Clerk-Stenographer (Smoke Suppres- sion)	70.00 to 85.00	105
L	I	Coal Passer and Helper.....	65.00 to 75.00	257
O		Commissioner of Health.....	416.66	304
O		Commissioner of Public Works.....	416.66	304
O		Comptroller	333.33	304
K	II	Cook	45.00 to 55.00 with board, laundry and lodging	254
A	III	Cost Clerk	70.00 to 85.00	105
A	V	Council Committee Clerk-Secretary.....	130.00 to 150.00	121
M	I	Craneman	70.00 to 85.00	270
F	III	Curator of Anthropology.....	190.00 to 220.00	186
D	III	Curator of Books (Museum Library)...	90.00 to 110.00	169
F	III	Curator of Botany.....	140.00 to 170.00	187
F	III	Curator of Education.....	190.00 to 220.00	188
F	III	Curator of Invertebrate Zoology.....	140.00 to 170.00	189
E	II	Dentist	115.00 to 135.00	175
G	I	Dental Assistant	45.00 to 60.00	191
H	IV	Deputy Building Inspector in Charge...	120.00 to 140.00	218

Class	Grade	Title of Position	Range of Compensation	Page
A	VI	Deputy City Clerk.....	160.00 to 180.00	130
A	VII	Deputy City Comptroller.....	250.00 and above	134
A	VII	Deputy City Treasurer (Unclassified Civil Service)	250.00 and above	133
A	VII	Deputy Commissioner of Health.....	250.00 and above	134
H	VI	Deputy Commissioner of Public Works.....	250.00 and above	231
H	IV	Deputy Food Inspector in Charge.....	120.00 to 140.00	219
		Automobile and transportation paid by city.		
A	IV	Deputy Registrar of Vital Statistics....	120.00 to 140.00	119
H	IV	Deputy Sanitary Inspector in Charge...	120.00 to 140.00	220
H	IV	Deputy Sanitary Inspector in Charge (Communicable Diseases)	120.00 to 140.00	221
H	IV	Deputy Sealer of Weights and Measures	120.00 to 140.00	221
H	IV	Deputy Superintendent of Plumbing....	120.00 to 140.00	222
I	IV	Deputy Tax Commissioner.....	180.00 to 210.00	240
B	V	Designing Engineer (Sewerage Commission)	250.00 and above	150
S	II	Detective (Unclassified Civil Service)...	138.33	318
S	II	Detective (City Attorney) (Unclassified Civil Service)	138.33	319
C	IV	Director of the Bacteriological Laboratory and Epidemiology	200.00 to 240.00	163
H	VI	Director of Hygiene.....	250.00 and above	231
O	—	Director of Industrial Education.....	416.67	305
D	IV	Director of Library Extension.....	140.00 to 170.00	171
F	IV	Director of Public Museum.....	300.00 and above	190
J	III	Director of Zoological Division.....	160.00 to 180.00	252
M	III	District Sewer Foreman.....	100.00 to 115.00	294
A	III	Division Clerk (Street Sanitation).....	60.00 to 75.00	106
H	IV	Division Superintendent (Street Sanitation)	120.00 to 140.00	222
		Automobile and transportation expense to be paid by city.		
K	I	Domestic	25.00 to 35.00 with board, laundry and lodging	253
B	I	Draftsman	55.00 to 75.00	136
B	III	Draftsman (Park Commission).....	120.00 to 140.00	145
A	VII	Efficiency Clerk (City Service Commission)	250.00 and above	135
C	III	Electrical Engineering Tester.....	140.00 to 160.00	161
M	II	Electrical Mechanic	95.00 to 105.00	280
M	I	Electrical Mechanic's Helper.....	70.00 to 75.00	270
M	I	Elevator Operator	65.00 to 75.00	270
B	V	Engineer in Charge of Construction and Maintenance (Illumination)	200.00 to 250.00	151
B	V	Engineer in Charge of Illumination....	200.00 to 250.00	152
B	II	Engineering Draftsman	80.00 to 105.00	138
B	II	Engineering Estimator	80.00 to 105.00	138
L	II	Engineman and Machinist.....	95.00 to 105.00	258
L	III	Engineman (Asphalt Plant).....	115.00 to 125.00	261
R	II	Engineman (Fire) (Unclassified Civil Service)	120.00	315

Class	Grade	Title of Position	Range of Compensation	Page
L	IV	Engineman in Charge (City Hall Building)	125.00 to 140.00	264
L	IV	Engineman in Charge (Major Station)...	135.00 to 150.00	264
L	III	Engineman in Charge (Minor Station)...	115.00 to 125.00	262
		Engineman in Charge (Museum Building)		
L	IV		135.00 to 150.00	265
L	III	Engineman (Major Station).....	115.00 to 125.00	262
L	II	Engineman (Minor Station).....	95.00 to 105.00	259
L	III	Engineman (Steam Roller).....	115.00 to 125.00	263
A	III	Examiner and Statistical Clerk.....	80.00 to 95.00	106
H	IV	Examiner of Plans.....	120.00 to 140.00	223
G	II	Field Nurse	70.00 to 85.00	192
H	V	Field Supervisor of Bridges and Public Buildings	150.00 to 180.00	228
H	V	Field Supervisor of Street Construction and Repair	150.00 to 180.00	229
M	II	Fire Alarm Operator and Test Man (Unclassified Civil Service).....	90.00 to 100.00	281
L	I	Fireman	75.00 to 85.00	257
Q	I	Fire Prevention Inspector.....	102.50	308
Q	V	First Assistant Chief (Fire-Fighting)...	225.00	312
P	III	First Assistant City Attorney.....	300.00 and above	308
H	III	Food Inspector	90.00 to 110.00	208
M	III	Foreman, Meter Repair Shop.....	110.00 to 125.00	294
M	I	Furnaceman	70.00 to 85.00	271
N	I	Gang Foreman	.35 per hour; or 2.80 per day	303
J	I	Gardener	70.00 to 80.00	243
M	I	Gateman	65.00 to 75.00	271
M	IV	General Foreman, Furniture Construction and Repair.....	130.00 to 160.00	299
M	IV	General Foreman, School Plumbing and Ventilation	130.00 to 160.00	300
G	II	Graduate Nurse	60.00 to 75.00	193
			with board, or 55.00 to 70.00	
			with board, laundry and lodging	
O	—	Harbor Commission		305
H	III	Harbor Master (Unclassified Civil Service)	90.00 to 110.00	209
M	II	Harnessmaker (Unclassified Civil Service)	90.00 to 102.50	281
A	V	Head Clerk (Public Works).....	130.00 to 150.00	122
A	V	Head Clerk (Tax Commission).....	130.00 to 150.00	122
J	II	Head Janitor	90.00 to 105.00	247
D	III	Head of Department (Library).....	90.00 to 110.00	170
A	V	Head Special Assessment Clerk.....	130.00 to 150.00	123
F	I	Helper in Invertebrate Zoology.....	60.00 to 80.00	181
F	I	Helper in Anthropology.....	60.00 to 80.00	181
A	III	High School Clerk.....	65.00 to 80.00	107
M	II	Hose Repairer (Unclassified Civil Service)	90.00 to 102.50	282

Class	Grade	Title of Position	Range of Compensation	Page
K	II	Hospital Attendant	50.00 to 60.00 with board, laundry and lodging 55.00 to 65.00 with board and laundry	255
G	II	Hospital Teacher	55.00 to 70.00 with board, laundry and lodging	193
H	I	Hydrant Inspector	65.00 to 75.00	200
M	I	Incinerator Helper	65.00 to 75.00	271
O	—	Inspector of Buildings.....	250.00	305
O	—	Inspectors and Clerks of Election.....	50.00	304
H	III	Inspector of Dredging.....	90.00 to 110.00	208
H	II	Inspector of Garbage Collection.....	80.00 to 95.00	202
H	III	Inspector of Highways.....	90.00 to 110.00	210
S	IV	Inspector of Police (Unclassified Civil Service)	225.00	322
H	III	Inspector of Public Works (Bridges and Public Buildings)	90.00 to 110.00	210
H	III	Inspector of Sewer Construction..... Additional Compensation of \$25.00 per month shall be paid employes while working under air pressure.	100.00 to 120.00	211
H	III	Inspector of Tunnel Construction..... Additional Compensation of \$25.00 per month shall be paid employes while working under air pressure.	100.00 to 120.00	212
H	II	Inspector of Water Connections.....	80.00 to 95.00	202
H	III	Inspector of Water Mains.....	90.00 to 110.00	212
H	II	Inspector of Water Meters.....	80.00 to 95.00	203
H	III	Inspector of Water Waste.....	100.00 to 120.00	213
H	III	Inspector of Weights and Measures.....	90.00 to 110.00	214
J	I	Janitor and Window Washer.....	60.00 to 75.00	244
J	I	Janitress	45.00 to 55.00	244
J	II	Janitor-Engineman (Schools)		248
No recommendation as to rates of compensation or conditions gov- erning advancement are included in the absence of a study of jan- itorial work in the school buildings and the operation of the contract- payment plan.				
O	—	Judge of District Court.....	333.33	304
O	—	Judge of Municipal Court.....	500.00	304
C	II	Junior Bacteriologist	90.00 to 110.00	156
C	II	Junior Chemist	90.00 to 110.00	156
C	II	Junior Chemist (Milk Inspection).....	85.00 to 100.00	157
A	II	Junior Clerk	45.00 to 60.00	97
A	II	Junior Clerk-Stenographer	45.00 to 60.00	98
A	II	Junior Clerk-Typist	45.00 to 60.00	98
B	II	Junior Engineer	80.00 to 105.00	139

Class	Grade	Title of Position	Range of Compensation	Page
B	II	Junior Lay-Out Engineer.....	80.00 to 105.00	140
D	I	Junior Library Assistant.....	45.00 to 65.00	165
C	II	Junior Paving Chemist.....	90.00 to 110.00	158
J	II	Keeper of Pipe Yard.....	100.00 to 125.00	248
J	II	Keeper of Reservoir..... (Dwelling house is furnished by the city.)	70.00	249
C	I	Laboratory Assistant	65.00 to 80.00	155
N	I	Laborer and Trench Laborer.....	.30 per hour, or 2.40 per day for Street and Park General Laborers .33 per hour, or 2.64 per day for Trench Laborers	303
K	II	Laundress	30.00 to 40.00 with board, laundry and lodging 35.00 to 45.00 with meals alone	255
A	III	Law Clerk-Stenographer	70.00 to 85.00	108
Q	I	Lieutenant (Unclassified Civil Service).	120.00	309
S	III	Lieutenant of Police (Unclassified Civil Service)	150.33	321
J	I	Life Guard	60.00 to 75.00	245
L	II	Machinery Operator (Incinerator).....	85.00 to 95.00	260
L	II	Machinery Operator (Testing Station)..	85.00 to 95.00	260
M	II	Machinist	95.00 to 105.00	282
M	III	Machinist Foreman (Unclassified Civil Service)	110.00 to 125.00	295
B	II	Map Engineering Draftsman.....	80.00 to 105.00	141
R	II	Marine Engineman (Fire) (Unclassified Civil Service)	120.00	316
R	I	Marine Fireman (Fire) (Unclassified Civil Service)	95.00 to 105.00	315
H	II	Market Master	80.00 to 95.00	203
M	II	Mason	.675 per hr., or 5.40 per day	283
O	—	Mayor	333.33	304
E	I	Medical Interne		174
		None in service at present.		
H	III	Medical School Inspector.....	50.00 to 65.00 Part time service	214
H	III	Medical School Inspector (Dental Surgery)	115.00 to 135.00	215
E	III	Medical Superintendent (Child Welfare)	160.00 to 180.00	178
E	III	Medical Superintendent (South View Hospital)	180.00 to 210.00 with automobile maintenance	179

Class	Grade	Title of Position	Range of Compensation	Page
E	III	Medical Superintendent (Tuberculosis Sanatoria)	190.00 to 220.00	180
			with automobile maintenance	
A	I	Messenger	25.00 to 40.00	96
M	II	Meter Repairman	80.00 to 90.00	283
M	I	Meter Repair Helper.....	70.00 to 75.00	272
H	III	Milk Inspector	90.00 to 110.00	215
M	II	Millwright	.50 per hour, or 4.00 per day	284
D	IV	Municipal Reference Librarian.....	140.00 to 170.00	172
F	I	Museum Helper	60.00 to 80.00	182
J	I	Natatorium Attendant (Female).....	20.00 to 30.00	245
		(Including compensation for repairing bathing suits.)		
J	I	Natatorium and Beach Assistant.....	70.00 to 80.00	245
J	II	Natatorium and Beach Custodian.....		249
		Employees at Natatoria.....	100.00 to 110.00 inclusive	
		(The rental value of living quarters to be paid by Natatorium Custodian to the City.)		
		Employees at bathing beaches.....	80.00 to 90.00	
L	I	Oiler	75.00 to 85.00	258
A	I	Page	25.00 to 40.00	96
M	II	Painter	.55 per hour, or 5.40 per day	284
M	III	Painter Foreman	110.00 to 125.00	296
J	II	Park Foreman	100.00 to 125.00	250
S	I	Park Policeman	80.00 to 95.00	317
S	I	Patrolman (Unclassified Civil Service)..	80.00 to 102.50	318
J	I	Pavilion Attendant (Female).....	45.00 to 55.00	246
M	III	Paving Repair Shop Foreman.....	105.00 to 120.00	296
M	II	Photographer	80.00 to 95.00	285
M	I	Photographer's Helper	45.00 to 60.00	272
E	II	Physician and Surgeon (Unclassified Civil Service)	70.00 to 90.00	175
			Part time service	
I	II	Physical Examiner (Fire and Police Commission) (Unclassified Civil Service)	25.00	237
			per examination as required	
Q	I	Pipeman, Truckman and Driver (Unclassified Civil Service).....	80.00 to 102.50	309
R	II	Pilot (Fire) (Unclassified Civil Service).	120.00	316
M	II	Plumber	.60 per hour, or 4.80 per day	285
H	III	Plumbing Inspector	90.00 to 110.00	216
		Automobile and transportation paid by city.		
A	III	Police Alarm Operator (Unclassified Civil Service)	80.00 to 95.00	108

Class	Grade	Title of Position	Range of Compensation	Page
K	II	Police Matron (Unclassified Civil Service)	50.00	256
		With lodging quarters consisting of three rooms with light, heat and maintenance.		
B	V	Principal Assistant Engineer (Sewerage Commission)	300.00 and above	153
G	I	Pupil Nurse	20.00 to 35.00	191
			with board, laundry and lodging	
A	V	Recorder and Auditor (Museum).....	130.00 to 150.00	124
E	II	Resident Physician (Johnston Emergency Hospital)	90.00 to 110.00	176
			with board, laundry and lodging	
E	II	Resident Physician (South View Hospital)	115.00 to 135.00	176
			with board, laundry and lodging	
B	I	Rodman	55.00 to 75.00	137
H	III	Sanitary Inspector	90.00 to 110.00	216
G	II	School Nurse	70.00 to 85.00	194
H	V	Sealer of Weights and Measures.....	150.00 to 170.00	229
K	II	Seamstress	35.00 to 45.00	256
			with one meal per day	
H	VII	Secretary and Business Manager.....	350.00 and above	235
A	VI	Secretary (Election Commission).....	160.00 to 180.00	131
A	VI	Secretary (Fire Department) (Unclassified Civil Service).....	160.00 to 180.00	131
A	V	Secretary (Harbor Commission).....	130.00 to 150.00	124
A	VII	Secretary (Park Commission).....	250.00 and above	135
A	VI	Secretary (Police Department) (Unclassified Civil Service).....	160.00 to 180.00	132
A	VI	Secretary (Sewerage Commission) (Unclassified Civil Service).....	160.00 to 180.00	132
A	V	Secretary to Mayor (Unclassified Civil Service)	130.00 to 150.00	125
A	IV	Senior Bookkeeper	100.00 to 120.00	110
D	II	Senior Branch Librarian.....	70.00 to 85.00	166
D	II	Senior Cataloguer	70.00 to 85.00	166
A	IV	Senior Clerk	90.00 to 110.00	111
A	IV	Senior Clerk-Bookkeeper	90.00 to 110.00	114
A	IV	Senior Clerk-Bookkeeper (Fire and Police Alarm) (Unclassified Civil Service)	100.00 to 120.00	115
A	IV	Senior Clerk (Building and Elevator Inspection)	90.00 to 110.00	112
A	IV	Senior Clerk (Bureau of Engineers)....	110.00 to 120.00	113
A	IV	Senior Clerk-Stenographer	90.00 to 110.00	115
A	IV	Senior Cost Clerk.....	90.00 to 110.00	116
B	IV	Senior Engineer	160.00 to 180.00	147

Class	Grade	Title of Position	Range of Compensation	Page
B	IV	Senior Engineer (Sewerage Commission)	170.00 to 190.00	148
G	III	Senior Field Nurse.....	90.00 to 100.00	195
G	III	Senior Hospital Nurse.....	75.00 to 90.00	195
			with board, laundry and lodging or 80.00 to 95.00 with board and laundry	
G	III	Senior Hospital Nurse (Night).....	80.00 to 95.00	196
			with board and laundry	
G	III	Senior Hospital Nurse and Matron.....	85.00 to 100.00	197
			with board, laundry and lodging	
A	IV	Senior Law Clerk-Stenographer.....	100.00 to 120.00	117
D	II	Senior Library Assistant.....	70.00 to 85.00	167
D	II	Senior Library Assistant (Municipal Reference Library)	70.00 to 85.00	168
C	III	Senior Paving Chemist.....	140.00 to 160.00	161
G	III	Senior School Nurse.....	90.00 to 100.00	198
J	III	Senior Store Keeper.....	150.00 to 170.00	252
G	III	Senior Surgical Nurse.....	75.00 to 90.00	198
			with board, laundry and lodging	
S	II	Sergeant (Unclassified Civil Service)...	120.00	320
O	—	Sewerage Commission		305
M	II	Shade-Fitter	.45 per hour, or 3.60 per day	286
M	II	Sheet Metal Worker.....	.55 per hour, or 4.40 per day	286
M	III	Sheet Metal Workmen Foreman.....	110.00 to 125.00	297
M	II	Sign Painter	.50 per hour, or 4.00 per day	287
H	III	Smoke Inspector	90.00 to 110.00	217
O	—	Smoke Inspector	166.66	305
M	II	Squeegee Operator	75.00 to 90.00	287
			or .45 per hour, or 3.60 per day	
M	II	Steamfitter	.60 per hour, or 4.80 per day	288
M	I	Steamfitter's Helper	65.00 to 75.00	273
			or 2.50 to 3.00 per day	
J	I	Stockman	65.00 to 80.00	246
J	II	Store Keeper	90.00 to 115.00	251
M	III	Street Repair Foreman.....	100.00 to 115.00	297
H	III	Street Sanitation Inspector and Fore- man	90.00 to 110.00	218
B	IV	Structural Designer	160.00 to 180.00	149

Class	Grade	Title of Position	Range of Compensation	Page
M	II	Structural Iron Worker.....	.65 per hour, or 5.20 per day	288
L	II	Substitute Engineman	85.00 to 95.00	259
H	VI	Superintendent and Chief Engineer of Bureau of Sewers	210.00 to 250.00	232
G	IV	Superintendent (Johnston Emergency Hospital)	110.00 to 130.00 with board, laundry and lodging	193
H	VI	Superintendent of Bureau of Bridges and Public Buildings.....	210.00 to 250.00	232
H	VI	Superintendent of Bureau of Street San- itation	210.00 to 250.00	233
M	V	Superintendent of Fire and Police Alarm System (Unclassified Civil Ser- vice)	210.00 to 250.00	301
L	IV	Superintendent of Incinerator.....	135.00 to 150.00	266
M	IV	Superintendent of Machinery and Ap- paratus (Unclassified Civil Service)..	150.00 to 180.00	300
H	V	Superintendent of Plumbing.....	150.00 to 170.00	230
H	VI	Superintendent of Street Construction and Repairs	210.00 to 250.00	234
H	IV	Superintendent of Water Distribution..	130.00 to 150.00	224
H	IV	Superintendent of Water Meters and Services	130.00 to 150.00	224
H	VI	Superintendent of Water Works.....	250.00 and above	234
O	—	Superintendents and Teachers of Schools.....		304
H	IV	Supervising Tunnel Inspector.....	130.00 to 150.00	225
I	IV	Supervisor of Attendance.....	180.00 to 210.00	241
M	V	Supervisor of School Buildings.....	180.00 to 210.00	302
M	II	Tapper	80.00 to 95.00	289
M	I	Tapper's Helper	70.00 to 75.00	273
I	III	Tax Assessor	140.00 to 160.00	239
O	—	Tax Commissioner	208.33	305
I	II	Tax Investigator	120.00 to 135.00	237
M	I	Teamster	65.00 to 75.00	273
A	II	Telephone Operator	45.00 to 60.00	99
A	IV	Teller	90.00 to 110.00	117
J	II	Tree Surgeon	100.00 to 125.00	251
H	I	Turn-Off-and-Turn-On-Man	65.00 to 75.00	201
E	II	Vaccinator	5.00 per day as required	177
E	II	Veterinary Surgeon	70.00 to 95.00 as required (part time service)	177
J	I	Watchman	65.00 to 75.00	247
H	I	Weighmaster	65.00 to 75.00	201

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